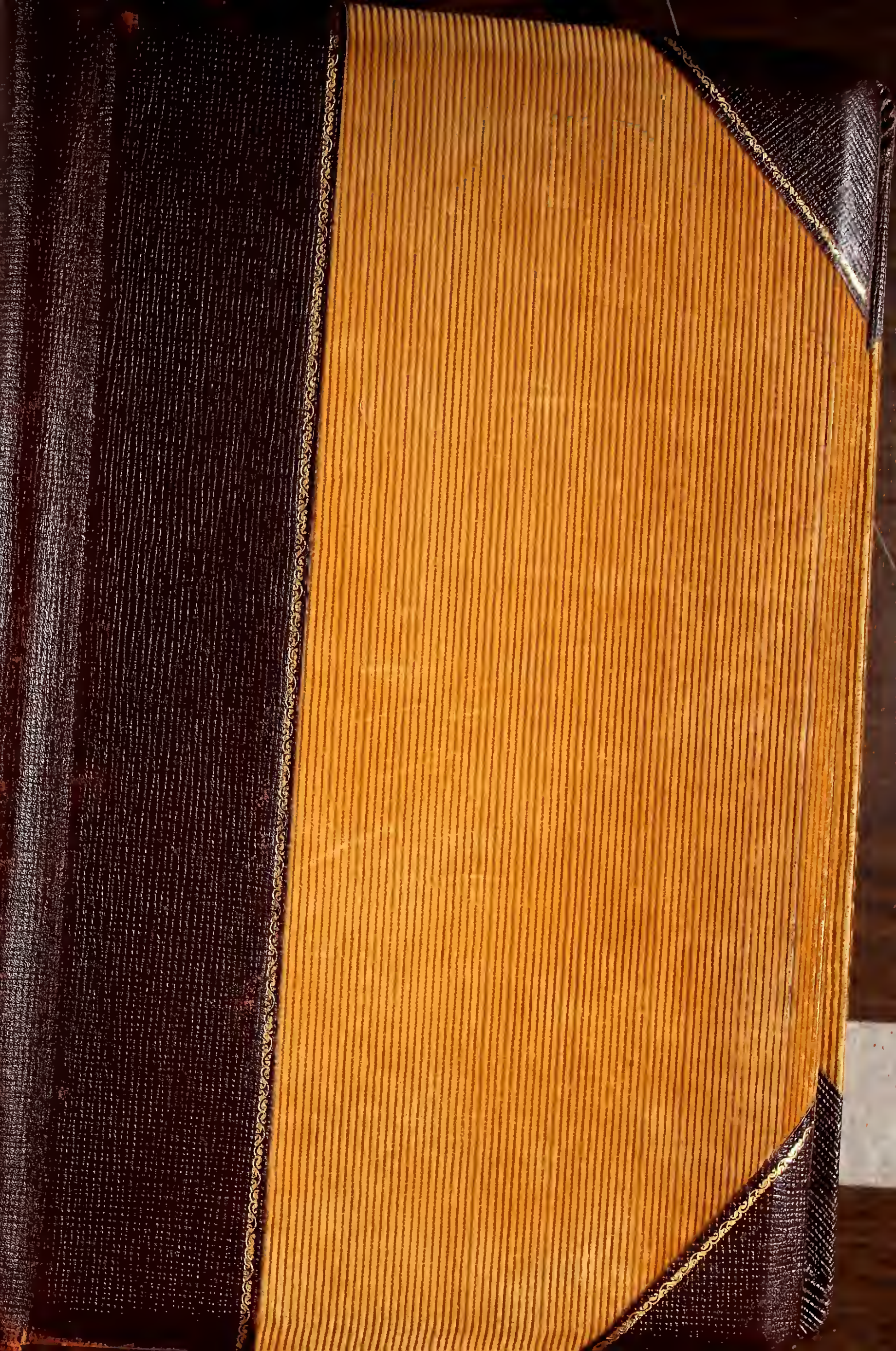




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September 16, 1954

Proceedings of the postponed meeting of the Library Commission held September 14, 1954 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Cuddy, Dettmering, Fischer, Graves, La Place, Lepetich, Markowitz and Mohr. Absent: Commissioners Allen, Quan and Vayssie.

The minutes of the previous meeting were approved and placed on file.

The City Librarian, in the absence of the Chairman of the Planning and Development Committee, stated that the Committee had visited several sites in the North Beach District suitable for branch library purposes, and would ascertain through the Director of Property the purchase price of those under consideration.

Speaking on the subject of the proposed North Beach Library, the City Librarian read a communication from Mr. Eugene J. Riordan, Director of Property, relative to the sale of the Telegraph Hill Neighborhood House and the Chair requested that the Secretary send a copy of this communication to Mr. Joseph Cervetto, Chairman of the North Beach Library Committee of the Italian Federation.

It was so ordered.

The City Librarian informed the Commission that the owner of the property housing the Bay View Branch Library has requested the Library Department to seek other quarters at the termination of the present lease which is June 30, 1955.

The City Librarian stated that the American Trust Company is building new quarters in the Bay View District and the present site located at 4900 Third Street (Third and Palou Streets) will be abandoned upon completion of these new quarters. The Librarian recommended that the Commission request the Director of Property to ascertain the rental fee for this location for the information of the Commission.

It was so recommended.

The City Librarian informed the Commission that the San Francisco Fire Department is building a new fire house in the Bay View District, and upon its completion will abandon the present quarters on Oakdale Avenue near Third Street. This will no doubt be disposed of as surplus city property. The Librarian recommended that the Library Commission request the Director of Property to place a hold on this property, as it is an excellent location, until such time as the Commission makes a definite decision relative to a site for a proposed branch library in that area.

The City Librarian concluded his report by submitting statistical data relative to the use of the Main Library on Saturday Evenings, and the annual expenditure of \$7,651.28 for personnel to staff the Library from 6:00 to 10:00 p.m.

Commissioner Cuddy suggested that a questionnaire be prepared and distributed to Main Library patrons regarding their attitude toward Saturday evening closing for the information of the Commission.

Commissioner La Place moved that the matter of closing the Main Library on Saturday evenings be laid on the table until the next regular meeting of the Commission.

The regular order of business was suspended to hear Mrs. Molly Minudri, Attorney-at-Law, representing Mrs. Augusta Blight, B210 Office Assistant (also present), relative to matters concerning her employment with the Public Library.

Prior to Mrs. Minudri's presentation, the City Librarian referred to his previous reports to the Commission regarding Mrs. Blight's unsatisfactory record of employment in the Registration Department - his letter to the Civil Service Commission dated August 31, 1954 outlining his objections to her further employment in the Library Department and his recommendation to the Civil Service Commission regarding her future status as a B210 Office Assistant.

After careful consideration of the case presented by Attorney Minudri and Mrs. Blight, the Commission unanimously concurred in the action taken by the City Librarian as contained in his letter to the Civil Service Commission dated August 31, 1954; and further that the Civil Service Commission be requested to again review this entire matter.

The regular order of business was resumed.

PLANNING AND DEVELOPMENT COMMITTEE

The City Librarian informed the Commission of the action taken by the Recreation and Park Commission relative to the Commission's request to use a portion of Recreation and Park Department land at the West Sunset Community Center for branch library purposes and presented the following resolution:

RESOLUTION #1607

WHEREAS, the Library Commission has by resolution requested permission to place a branch library on a portion of this department's property, located in the Sunset Community Center; and

WHEREAS, the parcel of land to be used and occupied by the Library Commission will in no way interfere with the recreation service or activities to be provided, but in actuality will augment and further enhance the recreation and park services; now, therefore be it

RESOLVED, that this Commission does hereby approve the issuance of a permit to the Library Commission for the use and occupancy of the following described parcel of land in West Sunset Community Center, for as long as such property shall be used by the Library Commission for the purposes of a branch library:

Beginning at a point on the westerly boundary line of San Francisco Recreation and Park Department property in Block 2095, said boundary line being parallel with and 370.52' easterly from the easterly line of 41st Avenue, and 65.00' southerly from the southerly line of Ortega Street as measured along said westerly boundary line of San Francisco Recreation and Park Department property; thence easterly and parallel with said southerly line of Ortega Street, 154.00'; thence southerly and parallel with said westerly boundary line of San Francisco Recreation and Park Department property 110.00'; thence westerly and parallel with said southerly line of Ortega Street, 82.00' thence southerly and parallel with said westerly boundary line of San Francisco Recreation and Park Department property 80.00'; thence westerly and parallel with said southerly line of Ortega Street 72.00' to a point on said westerly boundary line of San Francisco Recreation and Park Department property; thence northerly along said westerly boundary line of San Francisco Recreation and Park Department property 190.00' to the point of beginning, containing, 22,700 square feet or 0.521 acres, more or less.

AND, BE IT FURTHER RESOLVED, that the Secretary prepare and submit for approval of the Board of Supervisors, the appropriate ordinance whereby this Commission grants permission to the Library Commission to occupy the above described portion of Recreation and Park Commission land in the West Sunset Community Center.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Mohr seconded that the Commission the following list of expenditures for August and estimated expenditures for September:

	<u>Expended August 1954</u>	<u>Est. Expend. Sept. 1954</u>
Salaries	\$73,028.52	\$65,000.00
Contractual Services	1,415.46	1,000.00
Material & Supplies	940.44	500.00
Books, etc.	5,120.33	5,000.00
Main. & repair Pub. Bldgs.	3,130.00	3,130.00
Repair Auto Equipment	150.00	150.00
Fixed Charges	10.00	-0-
Services Other Departments	-0-	2,600.00
Rentals	615.00	615.00
Heat, Light & Power	1,600.00	1,600.00
Pensions	6,400.00	6,400.00
Window Washing	205.80	205.80
Telephone	150.00	150.00
Fuels & Oil	373.17	75.00
	<u>\$93,138.72</u>	<u>\$86,425.80</u>

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the list of books on economic and political subjects in the amount of \$353.92, as submitted by the City Librarian, be purchased from the Fuhrman Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the list of books on Latin America in the amount of \$16.43, as submitted by the City Librarian, be purchased from the Pan-American Society, Inc. Book Fund. Unanimously approved.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #15

RESOLVED That a Departmental Work Order in the amount of \$25.00 be issued to the Purchasing Department to cover reproduction work for the three month period ending December 31, 1954.

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the list of books in the amount of \$54.60, as submitted by the City Librarian, be purchased from the Sutro Fund. Unanimously approved.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #16

RESOLVED That a Departmental Work Order in the amount of \$2,500 be issued to the Recreation-Park Department for services of a sub-foreman gardener and one gardener to properly maintain the grounds surrounding the buildings of the Public Library for the period ending December 31, 1954.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #17

RESOLVED That an additional allotment of \$500 be allowed in the Material and Supplies appropriation to cover charges until the second quarterly allotment becomes effective October 1, 1954.

Commissioner Graves moved and Commissioner Dettmering seconded that the following resolution be adopted:

RESOLUTION #14

RESOLVED That the Library Commission waive the present rule on time limitation of refunds for the expired Library Deposit Card #3085 and direct the Controller to issue a warrant in the amount of \$5.00 to George A. Weinkauff, 604 Sweeney Street, San Francisco.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place informed the Commission of a letter received from Mr. Louis A. Moran, Superintendent of the Laguna Honda Home, requesting current reading matter for ambulatory and hospital patients of the Home.

Commissioner La Place moved and Commissioner Dettmering seconded that the Librarian, after due investigation, be permitted to furnish current reading material to the patients and residents of Laguna Honda Home. Unanimously approved.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering moved and Commissioner Fischer seconded that the following resolution be adopted:

RESOLUTION #18

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of August 1954 be approved:

X-52 LIBRARY PAGE

Ben Bugatto	Stanley Conning	James Crowley
Deidre Doyle	Dennis Galloway	Caryl Hagopian
Ronald Jin	Reginald Leipsic	Marshall Rezos
	John Spinetta	

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-832 X-42 Librarian	Robert Searle	T-837 X-42 Librarian
	Alvina Manibusan	Vivian Louie
	Walter Phillips	Eugenie Gillick
	Jesse Pittman	T-838 Barbara Hyde
T-833 C-52 Elev. Opr.	James Sorci (OA)	" John Ruiz (did not
T-834 C-152 Watchman	Charles Hume	T-839 0168.1 work)
T-835 X-42 Librarian	Morgan Dowling	B. Moran Jr. (OA)
T-836 "	Claire Malley	T-844 B210 Off. Asst.
T-845 O-166.1 B. Moran Jr. (OA)		Madeline Prosser (OA)

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

George Branch	Mary Dolen	Edwin Hicks
Bruce Cohn	Sheila Doyle	Joan Kelly
William Connolley	Maureen Hally	Paul Ortner
	David Rosen	

X-42 LIBRARIAN, PART-TIME AS NEEDED

Frances Norton	Donald Rice
Kenneth Raab	John Stock

Unanimously approved.

Commissioner Mohr spoke on the highly successful Marina Branch Library dedication held Tuesday, August 10, 1954, and referred to the tremendous circulation and use of this branch library, justifying the need for library facilities in the Marina District.

Commissioner Mohr informed the Commission of branch library activities, particularly the summer activities at Potrero Branch Library.

The Chair directed the Secretary to convey the commendation of the Commission to Miss Alice Taylor, Librarian in charge of Potrero Branch, for her interest and active participation in focusing the attention of the residents of this neighborhood on its library services and facilities.

The Chair announced that Commissioner Quan, Chairman of the Chinatown Library Committee, could not attend due to illness, and stated that a formal progress report will be made at the next regular meeting of the Commission.

COMMUNICATIONS

From: J. Bud Fiske, General Chairman, Marina Library Dedication, thanking Commission and staff for assistance in dedication. Acknowledge and place on file.

Sherman P. Duckel, Director of Public Works, copy of Work Order dated September 10, 1954 (#44-261) appointing the firm of Appleton and Wolfard to prepare drawings, specifications and preliminary estimates of cost for the proposed West Sunset Branch Library. Place on file.

Miss Anne Farrell, Head Librarian Public Relations Office, thanking Commission for sending her as a delegate to the A.L.A. Convention. Place on file.

Louis A. Moran, Superintendent Laguna Honda Home, re: Request Library Department to furnish current reading matter for patients. Refer to Minutes.

Director of Property rental collection for 45 Hyde Street from U. S. Government in the amount of \$365.00 Place on file.

There being no further business to come before the Commission, the meeting was adjourned to October 5, 1954.


J. J. Allen, Secretary

October 20, 1954

Proceedings of the postponed meeting of the Library Commission held October 19, 1954 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call, the following were noted present: Commissioners Allen, Cuddy, Dettmering, Fischer, Graves, La Place, Lepetich, Markowitz, Quan and Vayssie. Absent: Commissioner Mohr.

The minutes of the previous meeting were approved and placed on file.

The City Librarian informed the Commission that a questionnaire, on Saturday evening closing and the possibility of limited services on Sunday, had been prepared and distributed to Library patrons.

The City Librarian recommended that this matter be held over until the next regular meeting pending additional replies to the questionnaire. It was so recommended.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Allen submitted a report of a special committee meeting held on Saturday, October 9, 1954 for the purpose of considering a site in the North Beach District for branch library purposes.

Commissioner La Place moved and Commissioner Dettmering seconded that the report, as submitted, be adopted and further that the Director of Property be requested to ascertain the purchase price of the parcels of land described in the report for the information and deliberation of the Commission. Unanimously approved.

Commissioner Allen informed the Commission that the Director of Property and the Fire Department have been requested to hold in abeyance the sale of the present fire house site on Oakdale Avenue pending the Commission's decision as to its adequacy for branch library purposes.

Commissioner Allen informed the Commission that the present lease on quarters occupied by the Bay View Branch expires on July 1, 1955, and the owner insists that the Library Department vacate the premises at that time.

Commissioner Allen stated that the Committee has requested the Director of Property to ascertain the rental cost of the quarters now occupied by the American Trust Company at Third and Palou Streets. He stated that the American Trust Company will soon vacate these quarters, which would provide better accommodations than the present branch building.

The Chairman of the Planning and Development Committee described the floor plan and lay-out of the proposed Outer Sunset Branch Library and moved that the Commission approve the preliminary plans and authorize the President of the Commission and City Librarian to sign the final preliminary drawings which will be ready in approximately one week.

On motion of Commissioner La Place seconded by Commissioner Quan, and unanimously approved, the foregoing motion was adopted.

Commissioner Dettmering suggested that the Commission give consideration to including in the 1955-56 Budget sufficient funds for the purchase of land and improvements for a proposed Bay View Branch Library.

The Chair referred this suggestion to the Planning and Development Committee for investigation and report.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the following list of expenditures for September and estimated expenditures for October:

	Expended September 1954	Est. Expend. October 1954
Salaries	\$71,426.72	\$71,000.00
Contractual Services	368.68	500.00
Binding Books, etc.	-0-	12,250.00
Material & Supplies	588.24	500.00
Books & Binding Materials	5,355.26	6,000.00
Main. & Repair Buildings	3,130.00	3,130.00
Rental Branches	615.00	615.00
Heat, Light & Power	1,600.00	1,800.00
Pensions	6,400.00	6,400.00
Window Washing	604.84	205.80
Repair Auto Equipment	150.00	150.00
Telephone	150.00	150.00
Fuels & Oil	77.50	77.50
Services Other Departments	2,500.00	-0-
	<u>\$92,966.24</u>	<u>\$102,778.30</u>

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place informed the Commission of a letter received from Mrs. Bethel Melvin, a music patron, regarding the need for a new piano in the Assembly Room.

The Chair referred this matter to the Library Operations Committee for investigation and recommendation.

Commissioner La Place spoke of her attendance as a Trustee Delegate at the Annual California Library Association Conference held in Long Beach, and she distributed copies of a Library Trustee Manual published jointly by the Public Library and Trustee Sections of the California Library Association.

Commissioner La Place concluded her report by thanking the Commission for the opportunity of attending the Conference.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmerring moved and Commissioner Fischer seconded that the following resolution be adopted:

RESOLUTION NO. 19

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of September 1954, be approved:

X-52 LIBRARY PAGE

Harry Bohren	Jack Gosland	Michael Nagle
Terry Callan	Billy Kim	Raymond Roberts
Willard Cummings	John McBride	Jack Stevenson
Marian McCann	Bernard Moran	Frank Varni

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-846 Librarian	Nellie Otterburg	T-852 Librarian	Mary Fotinos
T-848 "	Carmen Anderson	T-853 "	Marguerite Echeverri
T-849 "	Thomas Lane	T-855 "	Katherine Bisio
" "	Thomas McFetridge	" "	James Deering
" "	Oreese Elmore	" "	John Cassleggio
T-850 "	Helen Melendez	T-856 "	Edward Crosetti
T-851 "	Mary McDonald	" "	Andrew Collins
" "	Joan Brennan	" "	Martha Fowler

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS (Continued)

T-852 Librarian	Jim Chandler	T-856 Librarian	Terry Ashs
"	Joseph Aschero	"	Eunice Les
"	James Reilly	"	Mary Cullinan
"	Noreen Casey	"	Nina Brumback
"	Violet Fenech	"	Margaret Greene
"	John Morris	T-857	Ann Sacco

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

William Bohren	Caryl Hagopian	Ruth McCann
Joann Cleese	Curtis Henderson	Douglas Moore
Thomas Daly	John Henning	William O'Brien
Mary Dutra	Diane Houweling	Kathleen O'Connor
Dorothy Daniels	Susan Illia	James Owen
William Egan	Calvin Lee	John Penebsky
Daniel Flynn	Reginald Leipsig	Thomas Snow
Joan Greely		

X-42 LIBRARIAN (P. T.)

Alice Ferraris	Charles Shreve
Stanley Brightwell	Robert Searle

Commissioner Dettmering informed the Commission that the Committee met with the members of the Civil Service Commission relative to its action in returning to duty Mrs. Augusta Blight. Following the lengthy meeting, it was decided to hold the matter in abeyance pending the decision of the City Attorney as to whether the Civil Service Commission has the power and authority to return to duty any employee who has resigned voluntarily and whose services have been declared unsatisfactory by the appointing officer.

Commissioner Dettmering stated that when the opinion has been received, the matter will again be taken up with the Civil Service Commission.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

The Chair, in the absence of Commissioner Mohr, informed the Commission of a Friends of the Library meeting to be held November 15, 1954 commemorating the birthday of Robert Louis Stevenson. Mr. Fred Thompson, noted raconteur and authority on Stevensoniana will be quest speaker.

CHINATOWN LIBRARY COMMITTEE

Commissioner Quan informed the Commission that he has received preliminary plans for alterations and additions to the present North Beach Library from the architectural firm of Appleton and Wolfard; and further, that his Committee will study them and submit a comprehensive report of the project at the next regular meeting of the Commission.

COMMUNICATIONS

From: Mrs. Bethel Melvin re: Need for new piano in Assembly Room.
Refer to Library Operations Committee.

Earl Cutting, Chairman of Testimonial Dinner for Eugene Riordan, October 30, 1954, Fairmont Hotel. Place on file.

Director of Property - statement of rentals for 45 Hyde St. for month of September.

There being no further business to come before the Commission, the meeting was adjourned to November 9, 1954.


Secretary

November 17, 1954

Proceedings of the postponed meeting of the Library Commission held November 16, 1954 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call, the following were noted present: Commissioners Allen, Cuddy, Dettmering, Fischer, Graves, Lepetich, Markowitz, Mohr, Quan and Vayssie. Absent: Commissioner La Place.

The minutes of the previous meeting were approved and placed on file.

The City Librarian informed the Commission that the sum of \$208,507 was approved in the 1954-55 Budget for the payment of part-time librarians and pages. Subsequent to the approval of this amount, the Controller ruled that all part-time librarians and pages are entitled to equal pay for holidays in accord with the administrative provisions of the Salary Standardization Ordinance. The City Librarian recommended that a supplemental appropriation be requested from the Mayor and Board of Supervisors to offset a deficit of approximately \$9,150.

On motion of Commissioner Cuddy seconded by Commissioner Dettmering and unanimously approved, the following resolution was adopted:

RESOLUTION #14

RESOLVED That a supplemental Appropriation be requested in the amount of \$9,150 from any available surplus to the credit of the Wages Appropriation to remunerate part-time librarians and pages for holidays in accord with the Controller's interpretation of Section 6 of the Salary Standardization Ordinance effective July 1, 1954.

The City Librarian referred to a tabulation of over 1200 questionnaires relative to the use of library facilities and in particular closing the Main Library on Saturday evenings.

On motion of Commissioner Dettmering seconded by Commissioner Fischer and unanimously approved, the following resolution was adopted:

RESOLUTION #15

RESOLVED That in accord with the recommendation of the City Librarian and until further notice, the Main Library be closed on Saturday evenings at 6:00 p.m. commencing January 1, 1955.

It was so recommended.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Allen reported that at the request of his Committee, the Director of Property submitted a preliminary appraisal for certain parcels of land in the North Beach District for branch library purposes.

Commissioner Allen further stated that the City Librarian, in accord with the Commission's instructions at its October meeting, communicated with the Recreation and Park Commission relative to its policy of expanded recreational facilities in this particular area.

The City Librarian responded that his communication was referred to the General Manager of the Recreation and Park Department for study along with the City Planning Commission's report on the over-all survey taken as to recreational needs in that area.

The City Librarian emphasized that neither the City Planning Commission nor the Recreation and Park Commission has adopted this report as yet for inclusion in the Master Plan.

The Chair recommended that prior to the next regular meeting of the Commission, the Planning and Development Committee wait upon the General Manager of the Recreation and Park Commission to discuss the matter of branch library location in the area under discussion.

It was so ordered.

Commissioner Fischer moved and Commissioner Lepetich seconded that the Commission instruct the Director of Property to negotiate for the purchase of two parcels of land in the North Beach District as described in the Planning and Development Committee's report; and further that the cost of acquiring these parcels be presented to the Commission prior to actual purchase for its information and deliberation.

It was so ordered.

Commissioner Allen concluded his report by describing in detail sketches of the proposed Outer Sunset Branch Library for the information of the Commission; and further he stated that the final preliminary plans, as approved by the Commission at its October meeting, were forwarded to the Recreation and Park Commission for its concurrence in this matter.

FINANCE, AUDIT & BUDGET COMMITTEE

Commissioner Gravee moved and Commissioner Fischer seconded that the Commission approve the following list of expenditures for October and estimated expenditures for November:

	<u>Expended October 1954</u>	<u>Est. Expend. November 1954</u>
Salaries	\$70,168.96	\$70,000.00
Contractual Services	371.64	500.00
Binding Books, etc.	12,250.00	-0-
Material & Supplies	844.75	500.00
Equipment	39.00	-0-
Fixed Chargee	35.50	-0-
Books, Binding Materials	15,064.31	10,000.00
Maintenance & Repair Bldgs.	3,130.00	-0-
Rental Branches	615.00	615.00
Heat, Light & Power	1,800.00	1,800.00
Pencils	6,400.00	6,400.00
Window Washing	205.80	205.80
Repair Auto Equipment	150.00	150.00
Telephone	150.00	150.00
Fuels & Oil	75.00	75.00
Compensation Insurance	100.00	-0-
	<u>\$111,399.96</u>	<u>\$90,395.80</u>

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books on economic and political subjects in the amount of \$616.49, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

On motion of Commissioner Gravee, seconded by Commissioner Dettmerring and unanimously approved, the following resolution was adopted:

RESOLUTION #16

RESOLVED That, in accordance with Ordinance 8346 adopted January 30, 1954, Claim #54-29-8926, in the amount of \$30.20, for settlement in full for damages to garage door at Main Library, be accepted.

Commissioner Gravss concluded by referring to a comprehensive report from the Director of Property dated October 28, 1954, pertaining to the Fuhrman Bequest Fund properties in Kern County.

The City Librarian recommended that copies of this report be sent to each Commissioner; and further, that the Commission consider visiting certain of these properties as recommended by the Director of Property in his communication to the Commission.

It was so ordered.

A discussion ensued relative to additional commercial use being made of the Fuhrman properties in Kern County, and it was recommended that the Director of Property seek State Assistance in the matter of assaying the land to determine its mineral possibilities, particularly uranium.

It was so recommended.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering moved and Commissioner Lepetich seconded that the following resolution be adopted:

RESOLUTION #18

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of October 1954, be approved:

X-52 LIBRARY PAGE

Eugene S. Rawls

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-859	X-42 Librarian	Gerald King	T-863	X-42 Librarian	A. Thomas
T-860	"	James Carey	T-864	"	H. Dunham
T-861	"	Patricia Bernard	T-865	CL52 Watchman	D Gilfether
T-862	"	Eleanor Cheney	T-866	X-42 Librarian	B. Burley
T-863	"	Charles Bufford	T-867	X-20 Head Lib.	R. Allen

AND FURTHER That the following resignations from non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

James Brown

William Mihan

X-42 LIBRARIAN Part-time

Violet Fenech
Loretta Gill
Florsnce Lee

Mary McDonald
Anna Thomas

Unanimously approved.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr referred to a communication from Miss Elsie Dechent requesting that the Adult Education Class on World Affairs conducted by Mr. Harland Frederick be held in the Children's Room of the West Portal Library on Tuesday mornings from ten to twelve o'clock.

Commissioner Mohr stated that this class previously met at the West Portal Library and recommended that this matter be referred to the City Librarian.

It was so recommended.

The City Librarian informed the Commission that Mr. Martin Rosenblatt, a close personal friend of Mr. Nat Schmulowitz, donated to the San Francisco Public Library, for inclusion in the Schmulowitz Collection of Wit and Humor, a rare collection of Chinese stories, parables and proverbs.

On motion of Commissioner Mohr, seconded by Commissioner Fischer and unanimously approved, the following resolution was adopted:

RESOLUTION #19

WHEREAS Martin S. Rosenblatt has presented to the San Francisco Public Library, for inclusion in the Nat Schmulowitz Collection of Wit and Humor, a magnificent collection of Chinese Proverbs, stories and Parables, and

WHEREAS the Public Library Commission, mindful of the fact that Martin S. Rosenblatt has dispossessed himself of these valuable items from which he has derived much personal enjoyment, and

WHEREAS his "Chips of Jade" will be properly cataloged for inclusion in the Nat Schmulowitz Collection of Wit and Humor and be made available to discerning individuals interested in this subject; now therefore be it

RESOLVED That this expression of appreciation be spread upon the minutes of the Library Commission meeting and a suitable copy presented to Martin S. Rosenblatt.

Commissioner Mohr referred to the changes made by the Librarian in the Reference Room to provide more efficient service to the public. This rearrangement was made possible by relocating the Sutro Collection which is now housed in the former Max Kuhl Room.

Commissioner Mohr concluded her report by stating that the Friends of the Library meeting held on November 15, 1954, commemorating the Birthday of Robert Louis Stevenson, was an outstanding success with over 200 persons in attendance; and further, that the Friends of the Library group will be organized on a permanent basis at an organizational meeting to be held during January 1955.

CHINATOWN LIBRARY COMMITTEE

Commissioner Quan referred to a Committee meeting held prior to the regular meeting of the Commission and described in detail proposed alterations and additions to the present North Beach Branch Library.

Commissioner Quan concluded his report by stating that additional information will be forthcoming at the next regular meeting of the Commission.

COMMUNICATIONS

From: Norman F. Grunke, Executor, Estate of Rene Sarazen re: Bequest of decedent's musical library to the San Francisco Pub. Library.

Acknowledge and refer to City Library.

Miss Elsie Dechent re: Permission for Mr. Frederick to continue his lectures on world affairs, under the sponsorship of the Adult Education Department, in the children's room of West Portal Library on Tuesdays from 10:00 - 12:00 noon.

Acknowledge and refer to City Librarian.

Mr. Louis Moran, Superintendent of Laguna Honda Homes, acknowledging receipt of a very fine selection of books for use by patients at Laguna Honda. Place on file.

Director of Property - statement of rentals collected for Library Annex, 45 Hyde Street, for month of October. Place on file.

There being no further business to come before the Commission, the meeting was adjourned to December 14, 1954.


Secretary

December 15, 1954

Proceedings of the postponed meeting of the Library Commission held December 14, 1954 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call, the following were noted present: Commissioners Cuddy, Dettmering, Fischer, Graves, Lepetich, Markowitz, Mohr, Quan and Vayssie. Absent: Commissioners Allen and La Place.

The minutes of the previous meeting were approved and placed on file.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Vayssie, in the absence of Chairman Allen, who was unavoidably delayed, informed the Commission of a Committee meeting held with the General Manager of the Recreation and Park Commission to discuss a triangular area in the North Beach District, which is bounded by Powell and Greenwich Streets and Columbus Avenue, for use as a recreation and library site. Commissioner Vayssie added that the City Planning report recommending this site for possible recreation use, has not been considered or adopted by the Recreation and Park Commission as yet. In view of his findings, he recommended that consideration of this site for library use be withheld pending further investigation and study by the Committee.

Commissioner Cuddy moved and Commissioner Dettmering seconded that the report as read be accepted; and further, that any action on this site by the Library Commission be held in abeyance.
Unanimously approved.

Commissioner Vayssie concluded his report by informing the Commission that final plans and specifications for the proposed West Sunset Branch Library will be ready by March 1, 1955 and that construction is expected to commence approximately June 15, 1955.

FINANCE, AUDIT AND BUDGET COMMITTEE

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #20

RESOLVED That a Departmental Work Order in the amount of \$25.00 be issued to the Purchasing Department to cover reproduction work for the three-month period ending March 31, 1955.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #21

RESOLVED That a Departmental Work Order in the amount of \$2,500 be issued to the Recreation-Park Department for services of a sub-foreman gardener and one gardener to properly maintain the grounds surrounding the ~~buildings of the Public Library~~ for the period ending March 31, 1955. *→ Main Libr. & designated branches*

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #22

RESOLVED That the Controller be requested to allot the remaining balance of \$3,411 in the Contractual Services appropriation to provide sufficient funds to cover charges for periodicals for the fiscal year 1954-55, amounting to \$8,080.07 for the San Francisco News Company and \$1,685.36 for the H. W. Wilson Company.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #24

RESOLVED That the Library Commission exchange \$85,000 - 2% U.S. Treasury Bonds 1952-54 (Fuhrman Bequest) for \$85,000 - 2½% U. S. Treasury Bonds maturing 1963.

Commissioner Graves moved and Commissioner Quan seconded that the Commission approve the following list of expenditures for November and estimated expenditures for December:

	Expended November 1954	Est. Expend. December 1954
Salaries	\$ 68,726.33	\$ 70,000.00
Contractual Services	10,051.45	500.00
Material & Supplies	877.23	500.00
Books & Binding Material	11,716.57	10,000.00
Fixed Charges	11.50	-0-
Maintenance & Repair Buildings	3,130.00	3,130.00
Rental - Branches	615.00	615.00
Heat, Light & Power	2,000.00	2,000.00
Pensions	6,400.00	6,400.00
Window Washing	205.80	205.80
Repair Auto Equipment	150.00	150.00
Telephone	150.00	150.00
Fuel & Oil	75.00	75.00
Services Other Departments	-0-	2,500.00
	\$104,147.88	\$ 96,225.80

Commissioner Graves concluded his report by informing the Commission of a communication received from the Director of Property regarding renewal of an oil exploration lease on the Fuhrman Bequest property located in Kern County.

Commissioner Cuddy recommended that the Director of Property inform the leasee to proceed in accordance with charter provisions; and further, that the form of the proposed new lease would be similar to the lease now in effect. It was so recommended.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering informed the Commission that the American Library Association will hold its Annual Midwinter Conference in Chicago from January 30, to February 4, 1955.

On motion of Commissioner Dettmering seconded by Commissioner Fischer and unanimously approved, the following resolution was adopted

RESOLUTION #26

RESOLVED That City Librarian Laurence J. Clarke be permitted to attend the Midwinter Conference of the American Library Association to be held January 30, to February 4, 1955 in Chicago, as a delegate from the San Francisco Public Library; and be it

FURTHER RESOLVED That traveling expenses incurred be paid from city funds in accordance with Ordinance 4942, Series 1939, adopted April 15, 1948.

Commissioner Dettmering moved and Commissioner Fischer seconded that the following resolution be approved:

RESOLUTION #25

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November 1955 be approved:

X-52 LIBRARY PAGE

William Angeloni (did not work)
Robert Maloney

4-20

And Further that the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

William Angeloni
Peter Conroy
John Toomey

X-42 LIBRARIAN (P.T.)

Iole Matteucig
Julia Seibert

Unanimously approved.

Commissioner Dettmering concluded his report by referring to a copy of an opinion from the City Attorney relative to power of the Civil Service Commission to restore a Library employee to duty over Department objection, (Opinion #898) and stated that the Committee will await further developments on this decision.

LIBRARY OPERATIONS COMMITTEE

Commissioner Mohr, in the absence of Commissioner La Place, informed the Commission of the relocation of the main files in the Circulation Hall and the improvements made in the staff offices on the second floor to provide more functional arrangement for the public and staff.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr stated that a communication was received from the American Library Association requesting information relative to the possibility of holding the 1958 National Conference in San Francisco, and she referred this matter to the City Librarian.

Commissioner Mohr announced that she had accepted appointment to the Legislative Committee of the C. L. A. at the request of Mrs. Carma Zimmerman, President of the Association, and will inform the Commission from time to time of the Committee's activities.

Commissioner Mohr stated that an organizational meeting of the Friends of the Library will be held the latter part of January at the Main Library. Speaking of the Friends of the Library, Commissioner Mohr referred to a communication from Miss Alice Taylor, Librarian in charge of Potrero Branch, in which she stated that a young Friends of the Library group had been organized in the district with a meeting scheduled for December 21, 1954.

Commissioner Mohr concluded her report by referring to an editorial pertaining to the Grand Jury's report on library matters, and recommended that a letter of appreciation be sent to the editor, with copies to Mrs. Metzger and her Committee of the Grand Jury.

It was so recommended.

CHINATOWN LIBRARY COMMITTEE

Commissioner Quan reported progress.

The Chair addressed to the Commission as a whole, sincere best wishes for a happy holiday and his gratitude for their wholehearted cooperation during 1954.

COMMUNICATIONS

From:

Director of Property re: Proposed oil lease - refer to minutes
Director of Property re: Statement of rentals - place on file
Controller's Office re: Claim filed by attorney on behalf of
Madeline Prosser, Office Assistant - place on file

There being no further business to come before the Commission, the meeting was adjourned.


Secretary

RESOLUTION #23

RESOLVED That the Controller be requested to transfer \$1,500. from the Binding appropriation to the credit of Contractual Services to complete normal purchases from the Revolving Fund and normal monthly services including servicing trucks and automobile to June 30, 1955.

January 12, 1955

Proceedings of the postponed meeting of the Library Commission held January 11, 1955 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call, the following were noted present: Commissioners Allen, Cuddy, Dettmering, Fischer, Graviss, La Place, Lepstich, Markowitz, Mohr and Vayssie. Absent: Commissioner Quan.

The minutes of the previous meeting were approved and placed on file as amended.

The regular order of business was suspended to hear Mr. Joseph Cervetto, Chairman of the Library Committee of the Italian Federation of California, regarding a possible library site in the North Beach District.

Commissioner Allen, Chairman of the Planning and Development Committee, assured Mr. Cervetto that the Committee will explore the sites recommended as well as other sites under consideration and report its findings to the Commission and the Italian Federation.

The regular order of business was resumed.

The City Librarian submitted, for the consideration of the Commission, the proposed budget for 1955-56. Following approval of each appropriation serially, on motion duly made, seconded and unanimously approved, the following proposed budget request for 1955-56 was adopted:

LIBRARY DEPARTMENT'S BUDGET REQUEST

	<u>1954-1955</u>	<u>1955-1956</u>	<u>Increase</u>
Permanent Salaries	\$ 689,446	\$ 704,907	\$75,461
Overtime	500	1,000	500
Temporary Salaries	2,600	6,148	3,548
Wages (Pages, P.T.'s inc.)	216,899	236,899	20,000
Binding	50,000	55,000	5,000
Contractual Services	30,985	35,705	4,720
Maintenance of Grounds	10,419	10,163	- 256
Maintenance of Public Bldgs.*	38,335	188,245	149,910
Material & Supplies	14,345	24,300	9,955
Books & Binding Supplies	135,500	207,500	72,000
Books - West Sunset Branch	-0-	30,000	30,000
Records	-0-	10,000	10,000
Rents, Dues & Comp. Ins.	10,075	17,580	7,505
Equipment (Inc. Bookmobile)	1,877	36,394	34,517
Furn. & Furnish. (West Sunset Br.)	-0-	15,000	15,000
Heat, Light & Power	22,100	23,700	1,600
Pensions & Ret. Allowances	80,063	94,726	14,663
Buildings - Construction **	154,500	503,500	349,000
Inc. Alt.-Main Library	175,000		
Bay View Branch	163,000		
Park Merced-Stonestown	165,500		
Land	3,000	27,500	24,500
Inc. Bay View Branch	20,000		
Excelsior Branch	7,500		
	<u>\$1,400,644</u>	<u>\$2,228,267</u>	<u>\$827,623</u>

* 1954-5 Trans. to D.P.W.

**1954-5 " " "

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Allsen referred to a communication from the Director of Property regarding a library site for the proposed Park-Merced Stonestown Branch Library, and on motion of Commissioner Dettmering, seconded by Commissioner Cuddy, the following resolution was unanimously adopted:

RESOLUTION #27

RESOLVED That the Director of Property be requested to negotiate with the Stonecrest Corporation for the purchase of that certain parcel of land situated on the South side of Winston Drive between 19th Avenue and Stonecrest Drive, for an amount not to exceed \$23,000 - including costs and expenses of the Real Estate Department.

Commissioner Allen concluded his report by stating that Mrs. T. L. Sharman, owner of that certain premise occupied by the Bay View Branch Library, has requested the Library Department to vacate by July 1, 1955.

Commissioner Allen stated that the Committee has surveyed the area for possible relocation, and was informed that a corner store, previously occupied by the American Trust Company, is available for approximately \$300 per month.

Commissioner Allen recommended that further investigation be made regarding this location and that additional funds be included in the 1955-56 budget request to cover the cost of relocating this branch library.

It was so ordered.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve the following list of expenditures for December and estimated expenditures for January:

	Expended December 1954	Est. Expend. January 1955
Salaries	\$69,206.91	\$70,000.00
Contractual Services	567.46	300.00
Material & Supplies	1,191.75	500.00
Books & Binding Material	9,670.39	10,000.00
Fixed Charges	74.50	-0-
Maintenance & Repair Bldgs.	3,130.00	3,130.00
Rental Branches	635.00	635.00
Heat, Light & Power	1,900.00	2,000.00
Pensions	6,400.00	6,400.00
Window Washing	205.80	205.80
Repair Auto Equipment	150.00	150.00
Telephone	150.00	150.00
Fuels & Oil	298.41	75.00
Services Other Departments	2,500.00	-0-
Compensation Insurance	100.00	100.00
	<u>\$96,180.22</u>	<u>\$93,645.80</u>

Commissioner La Place moved and Commissioner Cuddy seconded that the Commission approve the list of books on economic and political subjects in the amount of \$85.72, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books on Latin America in the amount of \$3.15 as submitted by the Librarian, be purchased from the Pan-American Society, Inc. Book Fund.

Unanimously approved.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmaring moved and Commissioner Lapetich seconded that the following resolution be adopted:

RESOLUTION #28

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December 1954 be approved:

X-52 LIBRARY PAGE

Kenneth Bley
Michael Bruen

Kenneth McKean
William Aguiar

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-880	X-42	Librarian	William Carney	T-883	Librarian	Gerald Fennell
T-881	"	"	Frances Thompson	T-884	"	Helen Cushman
T-882	"	"	Paul Solbakken	T-885	"	Refa Futerman
T-882	"	"	Max Vella	T-886	"	Alvina Manibusan
T-883	"	"	Stephen Negoesco	T-887	"	Walter Phillips

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

Ben Bugatto
Eugene Rawls
John Toomey

X-42 LIBRARIAN (P.T.)

William Frisde

Unanimously approved.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place referred to a communication from Wesley C. Keir regarding unsightly conditions along the south wall of the Main Library. Commissioner La Place informed the Commission that the Library Department requested funds in the 1954-55 budget to correct this deplorable condition, but said sum was deleted. Commissioner La Place stated this specific project has been included in the 1955-56 budget request for consideration by the Mayor and Board of Supervisors.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commission that an organizational meeting of the Friends of the Library will be held Monday evening, February 7, 1955 in the Assembly Room with reception following in the Commissioners' Room; and she added that Mrs. George Bowman has accepted Vice-Chairmanship of the Friends to assist Chairman Dr. Henry H. Hart.

Commissioner Mohr stated that an outstanding exhibit on Judaism has been assembled at the Main Library to commemorate the Tercenary of the Jewish migration to America (May 7, 1654 at New Amsterdam) and added that President Sam M. Markowitz will be the principal speaker at opening day ceremonies in the Exhibit Room on Friday, Jan. 14, 1955.

Commissioner Mohr concluded her report by announcing that Public Library Week will be celebrated this year March 6-13, and that plans are now under way for a state-wide celebration.

COMMUNICATIONS

From: Director of Property re: Rentals collected for Library Annex from U. S. Government. Place on file.

Confidential Secretary to the Mayor re: Gift from Mayor of illustrated volume on the visit of King Paul and Queen Fredricka and scrapbook of photographs presented to Mayor from Mayor of Beersheba, Israel. Acknowledge and place on file.

S.F. Chapter of Certified Public Accountants requesting additional improvements in the Business Branch of the Public Library. Acknowledge and refer to Planning and Development Committee.

There being no further business to come before the Commission, the meeting was adjourned to February 15, 1955. Secretary

February 16, 1955

Proceedings of the adjourned meeting of the Library Commission held February 15, 1955 in the Commissioners' Room of the Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Dettmering, Fischer, Graves, La Place, Lepetich, Markowitz, Mohr, Quan and Vayssie. Absent: Commissioners Allen and Cuddy.

The minutes of the previous meeting were approved and placed on file.

The City Librarian reported on his attendance at the American Library Association's Midwinter Conference held in Chicago, January 30-February 4, 1955. Highlight of the Conference was a panel discussion composed of librarians from the 14 major libraries in the nation. Subjects discussed were reader classification arrangement as a substitute for the Dewey Decimal Classification, bookmobiles, branch library buildings and personnel.

The City Librarian informed the Commission that final plans for the proposed branch library in the Sunset Community Center will be ready within a few weeks and recommended that the Commission give consideration to designating an official name for the proposed branch library building. It was so recommended.

PLANNING AND DEVELOPMENT COMMITTEE

In the absence of Chairman Allen, the Secretary read a report regarding his investigation of two sites in the North Beach District for branch library purposes as well as the problem of long and costly litigation in the event that the Library Commission could initiate Eminent Domain proceedings as recommended by the Italian Federation for the Telegraph Hill Neighborhood House site.

Commissioner Allen informed the Commission that his Committee will meet with Mr. Valle, President of the Italian Athletic Club in the near future relative to possible use of the present post office building owned by the Athletic Club.

The Chair recommended that the Planning and Development Committee request from the Library Committee of the Italian Federation of the North Beach District a site or sites within the Library Department's budget allotment for consideration by the Commission.

It was so recommended.

FINANCE, AUDIT AND BUDGET COMMITTEE

On motion of Commissioner Mohr seconded by Commissioner La Place, the following resolution was unanimously approved:

RESOLUTION #29

RESOLVED That the Controller be requested to transfer \$1,000 from the Book Appropriation to the credit of Contractual Services to furnish sufficient funds to pay the monthly services to the Library for the balance of the fiscal year; also to allot the sum of \$1,000 to the credit of Material and Supplies from the balance available for the fourth quarter of the fiscal year to furnish funds to the end of the quarter ending March 31, 1955.

On motion of Commissioner Graves seconded by Commissioner La Place, the following resolution was unanimously approved:

RESOLUTION #30

RESOLVED That the Controller be requested to allocate \$250 from the funds appropriated for the Park Merced-Stonestown Branch Library Land Fund, Appropriation 414.600.10 to 414.610.10.1 for the purpose of setting up a Departmental Work Order to the credit of the Real Estate Department to cover the cost of their services and expenses in connection with our request that they acquire a portion of Lot 1 in Assessor's Block 7236 for a library site for the proposed Park Merced-Stonestown Public Library.

Commissioner Graves moved and Commissioner Dettmerring seconded that the Commission approve the following expenditures for January and estimated expenditures for February:

	<u>Expended Jan. 1955</u>	<u>Est. Expend. Feb. 1955</u>
Salaries	\$69,097.61	\$69,000.00
Contractual Services	1,133.84	300.00
Binding	12,250.00	-0-
Material & Supplies	1,218.09	500.00
Books & Binding Material	11,529.73	10,000.00
Fixed Charges	105.00	-0-
Elevator Inspection	30.00	30.00
Rental Branches	635.00	635.00
Heat, Light & Power	2,000.00	2,000.00
Pensions	6,400.00	6,400.00
Window Washing	849.64	205.80
Repair Auto Equipment	150.00	150.00
Telephone	150.00	150.00
Fuels & Oil	75.00	75.00
Compensation Insurance	100.00	100.00
	<u>\$105,723.91</u>	<u>\$89,545.80</u>

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place informed the Commission of a communication from Mr. Stanton Jue, Director of the International Institute of San Francisco, addressed to Commissioner Quan, relative to additional hours of service at the North Beach Branch Library.

Commissioner La Place recommended that additional hours of service as requested be granted and referred this matter to the City Librarian for his deliberation and recommendation.

It was so recommended.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmerring moved and Commissioner Fischer seconded that the following resolution be approved:

RESOLUTION #31

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January 1955, be approved:

X-52 Library Page

Michael Deering

Temporary Appointments and Re-Certifications

T-888	X-42 Librarian	Jesse Pittman	T-892 Librarian	Claire Malley
T-889	"	"	T-893	"
T-890	"	"	T-893	"
T-891	"	"		
		Morgan Dowling		Vivian Louie
		Helen Dunham		Eugenie Gilleck
		Barbara Hyde		

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 Library Page

Frank Varni
Raymond Roberts

X-42 Librarian (P.T.)

Claire Malley

Unanimously approved.

Commissioner Dettmerring concluded his report by reading a communication from the Civil Service Commission regarding the status of Augusta Blight, B210 Office Assistant and the certification of Madeline Prosser, B210 Office Assistant as of December 6, 1954.

The Chair directed that this communication be placed on file.

CHINATOWN LIBRARY COMMITTEE

Commissioner Quan reported progress.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commission of the Friends of the Library organizational meeting held January 17, 1955 with Dr. Henry H. Hart principal speaker. Over sixty individuals have joined the organization to date.

Commissioner Mohr stated that the Judaica Exhibit broke all attendance records, and recommended that letters of appreciation be sent to those responsible for this excellent exhibit.

Commissioner Mohr concluded her report by announcing that Public Library Week, initiated by the San Francisco Public Library, and now a state-wide observance, will be held March 6-12, 1955. Posters, T.V. and radio announcements, exhibits and programs have been arranged for this week-long celebration.

COMMUNICATIONS

From:

Mental Health Society: Permission to use Exhibit Room from May 1-15, 1955 for observance of Mental Health Week.

Commissioner Mohr moved and Commissioner La Place seconded that permission be granted.

Several individuals and firms re: Concern over the future status of the Business Branch Library in the Russ Building due to new ownership and policy.

The Chair referred this matter to the Planning and Development Committee for investigation and report.

Director of Property re: Rentals collected for Library Annex from U.S. Government. Place on file.

Mayor Elmer E. Robinson re: Proposed bond issues for November 8, 1955 election. Place on file.

Earl P. Cutting, Director of Property re: Proposed oil and gas lease to Union Oil Company (Fuhrman Fund). Place on file.

There being no further business to come before the Commission, the meeting was adjourned to March 1, 1955.


Secretary

337
March 2, 1955.

Proceedings of the regular meeting of the Library Commission held March 1, 1955 in the Commissioners' Room of the Main Library.

The meeting was called to order at 4:00 pm, President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Allen, Cuddy, Dettmering, Fischer, Graves, La Place, Markowitz, Lepetich, Mohr and Vayssie. Absent Commissioner Quan.

The minutes of the previous meeting were approved and placed on file.

The City Librarian informed the Commission of a survey being taken relative to the use of the Business Branch Library by occupants of the Russ Building and those patrons in the commercial area and further that the questionnaires will be tabulated for the information of the Commission at its April meeting.

The Chair informed the Commission that a communication has been directed to the members of the Planning and Development Committee regarding the future status of the Business Branch of the Public Library.

PLANNING & DEVELOPMENT COMMITTEE

Commissioner Allen reported that the Librarian, Secretary, Mr. Appleton of the firm of Appleton and Wolfard and himself met with Mr. Paul Opperman, City Planner and his staff on the site of the future Park Merced-Stonestown Branch to discuss the advisability of requesting additional area for this proposed library to be located at 19th Avenue and Winston Drive.

Commissioner Allen stated that the group unanimously recommended a minimum of 100' x 250' overall to accomplish the purpose of providing adequate library facilities and off street parking for patrons.

Commissioner Cuddy moved and Commissioner Allen seconded that the Real Estate Department ascertain from the Stonecrest Corporation the cost of acquiring an additional 125' on Stonecrest Drive southward and further that the sum so indicated be included in a supplemental budget request for fiscal 1955-56.

Unanimously approved.

Commissioner Allen informed the Commission that Mrs. T. L. Sharman, owner of that certain store at 5025 - Third Street, housing the Bay View Branch Library, desires the Library Department to vacate the premises on June 30, 1955.

Commissioner Allen added that the Director of Property had reported on a vacant store at 4900 Third Street previously occupied by the American Trust Company at a lease rental of \$315.00 and found it suitable for library purposes.

On motion duly moved, seconded and unanimously approved, the Director of Property was directed to negotiate with the American Trust Company for rental of this store on a year to year lease commencing July 1, 1955 for a rental not to exceed \$175.00 per month.

Commissioner Allen concluded that if this store could be obtained for the aforementioned rental, an amount of \$4,000 to install shelving, linoleum, minor electrical and plumbing etc. would be necessary to put the premises in order for branch library service.

MAR 1 1955

Commissioner Allen concluded that a supplemental appropriation would be necessary to provide funds for this purpose and will report his findings at the next regular meeting of the Commission.

It was so ordered.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the following list of expenditures for February and estimated expenditures for March:

	Expended February 1955	Est. Expend. March 1955
Salaries	\$68,265.26	\$69,000.00
Contractual Services	477.11	300.00
Material & Supplies	1,400.00	500.00
Books etc.	12,555.28	10,000.00
Fixed Charges	55.00	-0-
Elevator Inspection	30.00	30.00
Rental Branches	635.00	635.00
Heat, Light & Power	2,000.00	2,000.00
Pensions	6,400.00	6,400.00
Window Washing	205.80	205.80
Repair Auto Equipment	150.00	150.00
Telephone	150.00	150.00
Fuels & Oil	75.00	75.00
Compensation Insurance	100.00	100.00
Land-Stonestown	250.00	-0-
	<u>\$92,748.45</u>	<u>\$89,545.80</u>

Commissioner Graves moved and Commissioner Cuddy seconded that the Commission approve the list of books on economic and political subjects in the amount of \$465.08, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the list of books on Latin America in the amount of \$8.10 as submitted by the Librarian, be purchased from the Pan-American Society Inc. Book Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve the list of books in the amount of \$63.70 as submitted by the Librarian be purchased from the Sutro Bequest Fund.

Unanimously approved.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 32

Resolved that the Controller be requested to allot the balances in the Material and Supplies and Book appropriations to complete purchases through June 30, 1955.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 33

Resolved that an additional Departmental Work Order in the amount of \$25.00 be issued to the Reproduction Bureau of the Purchasing Department to cover charges for printing the 1955-56 budget.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 34

Resolved that a Departmental Work Order in the amount of \$25.00 be issued to the Reproduction Bureau of the Purchasing Department to cover charges from the period April 1, 1955 to June 30, 1955.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 35

Resolved that a Departmental Work Order in the amount of \$2,500 be issued to the Recreation-Park Department to provide the proper maintenance of grounds surrounding the Main Library and branches as enumerated for the period April 1, 1955 to June 30, 1955.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 36

Resolved that a Departmental Work Order in the amount of \$200 be issued to the Department of Public Works, Bureau of Building Repair to cover minor repairs to plumbing, electric outlets etc. at the Library Annex, 45 Hyde Street for the period April 1, 1955 to June 30, 1955.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place informed the Commission of a communication received from the Great Books Council of San Francisco requesting the use of the Commissioners Room for one night per week for ten weeks.

Commissioner La Place moved and Commissioner Fischer seconded that in accord with the policy of the Commission, this request be regretfully denied.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering moved and Commissioner La Place seconded that the following resolution be adopted:

RESOLUTION NO. 37

Resolved that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February, 1955, be approved:

X-52 LIBRARY PAGE

Matthew Carberry, Jr.
Herbert Lenchner
Frank Lombardi
Kenneth McKean

Patricia McNally
John D. O'Sullivan
Richard M. Patten
Michel E. Quihillalt

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-894 X-42 Librarian	Jacqueline Acree	T-898 X-42	Nellie Otterberg
"	Lucille Wong	T-899	Carmen Anderson
"	John Brookman	T-900	Betty Burley
"	Carol McGuire	T-901	Thos. J. McFetridge
"	Robert Carew	T-902	Thos. J. Lane
"	Jos. M. Gollop JR	T-902	Helen T. Melendez
"	Helen T. Greely	T-903	Johanna Canale
T-895	Elizabeth Wright	T-904	M. DeEcheverri
T-896	Dolores E. Dwyer	T-905	Oreese Elmore
	(did not work)		
T-897 C-52 Elev. Opt.	Jack P. Little		

And Further that the following resignations of non-civil services, part-time and temporary employees be accepted:

X-52 Library Page

William F. Aguilar, Jr.
James Carlson
Joseph Ng
Michel E. Quihillalt
Robert Peterson

X-42 Librarian, part-time as needed

Noreen Casey
Dolores E. Dwyer

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commission of activities planned for California Library Week, March 6-12, 1955 and stated that a complete list of activities will be sent each Commissioner for their information.

Commissioner Mohr stated that the Friends of the Library membership committee reports excellent progress in enrolling additional members following the organizational meeting held at the Main Library on February 7, 1955.

Commissioner Mohr concluded her report by referring to her request in the February meeting regarding a suitable name for the proposed Outer Sunset Branch Library.

Commissioner Mohr recommended that the name Ortega Branch Library be officially designated for this proposed library extension.

Unanimously approved.

NEW BUSINESS

The Chair declared the nominations for President, First Vice-President and Second Vice-President of the Library Commission for the ensuing term to be in order.

Commissioner Allen moved and Commissioner Dettmering seconded that Commissioner Sam M. Markowitz be re-elected President of the Commission for the ensuing term. Commissioner Cuddy requested the chair to supplement the motion to include all officers to be re-elected for the ensuing term and on motion of Commissioner La Place, seconded by Commissioner Vayssie and unanimously approved, Commissioners Markowitz, Cuddy and Dettmering were re-elected President, First Vice-President and Second Vice-President respectively.

COMMUNICATIONS

From J. Lloyd Conrich, A.I.A. re: Copy of letter addressed to Mrs. J. S. Malloch regarding Telegraph Hill Neighborhood House.
Acknowledge and place on file.

From Dr. Franz Kobler re: Reply to Commissioner Sam M. Markowitz's letter of commendation regarding Judaica Exhibit.
Place on file.

From the Great Books Council of San Francisco re: Permission to use Commissioners' Room one night a week for ten weeks.
Refer to minutes.

There being no further business to come before the Commission, the meeting was adjourned to April 5, 1955.


Secretary

April 4, 1955

Proceedings of the special meeting of the Library Commission held Wednesday, March 30, 1955 at 4:00 p.m., Commissioners' Room, Main Library.

Present - Commissioners Allen, Fischer, Graves, La Place, Lepetich, Markowitz, Mohr and Quan.

Subject of the meeting - Consideration of the Planning and Development Committee's report on a proposed site in the North Beach District for branch library purposes.

Commissioner Allen informed the Commission that the Planning and Development Committee had considered several sites in the North Beach District, and after considerable study concerning location, accessibility and availability, had met in special session and unanimously adopted the following resolution for presentation to the Commission for its consideration:

RESOLVED That the Director of Property be directed to negotiate with the owner/owners of record his/their agent, for the purchase of that certain triangular parcel of land bounded by Columbus Avenue, Lombard and Mason Streets, and more particularly described as Lot #1 in Assessor's Block 74, containing approximately 4019 square feet; and be it

FURTHER RESOLVED That the Director of Property be directed to notify the Commission, for its deliberation, the purchase price of the aforementioned parcel of land by April 12, 1955.

On motion of Commissioner Lepetich, seconded by Commissioner Quan, the foregoing resolution was unanimously adopted.

There being no further business, the special meeting of the Commission was adjourned to April 12, 1955.


Secretary

April 13, 1955

Proceedings of the adjourned meeting of the Library Commission held April 12, 1955 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Cuddy, Dettmering, Fischer, Lepetich, Markowitz, Mohr and Quan. Absent: Commissioners Allen, Graves, La Place and Vayessie.

The minutes of the regular meeting held March 1 and special meeting held March 30 were approved and placed on file.

The City Librarian, in the absence of the Chairman of the Library Operations Committee, informed the Commission of several major defects in the construction of the Marina Branch Library; and the endless correspondence between the Bureau of Architecture, contractor and architect, relative to correcting these defects prior to the expiration of the agreement between the contractor and the City and County of San Francisco, August 1, 1955.

The Chair directed the Librarian to pursue this matter further, and if he is unable to obtain the necessary cooperation to correct the defects reported, in accordance with the contractor's agreement, to again refer this matter to the attention of the Commission.

The City Librarian informed the Commission of the Mayor's recommendation regarding the Library Department's budget for 1955-56 and discussed each appropriation seriatum. Following is the breakdown of the present and proposed budgets:

	<u>1954-55 Budget</u>	<u>Comm. Request</u>	<u>Mayor's Recommd.</u>	<u>Increase</u>
Permanent Salaries	\$629,446	\$707,038	\$665,697	\$ 36,251
Overtime Allowance	500	1,000	500	-0-
Temporary Salaries	2,600	6,148	2,750	150
Wages	208,749	241,333	227,600	18,851
Contractual Services	53,139	59,459	56,944	3,805
Main. & Repair Bldgs.	38,695	188,245	42,140	3,445
Material & Supplies	16,555	22,526	17,356	801
Books	133,290	247,500	214,800	81,510
Equipment	1,877	51,394	20,715	18,838
Fixed Charges	87,353	106,383	99,614	12,261
Services Other Depts.	10,419	10,163	10,163	- 256
Bldg. Outer Sunset Br.	154,500	503,500	-0-	-154,500
Land	3,000	27,500	-0-	- 3,000
Binding	50,000	55,000	55,000	5,000
	<u>\$1,390,123</u>	<u>\$2,227,189</u>	<u>\$1,413,279</u>	<u>\$23,156</u>

The Librarian, in compliance with recommendations made at the March meeting, submitted to His Honor the Mayor, for approval, the following supplemental budget requests:

Permanent Salaries - \$5,257 to provide Saturday coverage in the janitorial and operating engineer's classifications.

Wages - \$17,829 - increase occasioned by Salary Standardization provisions of the Charter.

Fixed Charges - \$660 - reflects increase in retirement contributions occasioned by Salary Standardization.

Construction - \$3,000 - to provide new quarters for Bay View Branch Library. (Forced to vacate present quarters June 30, 1955.)

Land - \$20,000 - funds requested to purchase additional land for the proposed Park Merced-Stonestown Branch Library.

APR 1 1955

Following approval of the supplemental budget requests, a discussion ensued relative to specific projects requested in the Repairs to Public Buildings appropriation, and on motion of Commissioner Mohr, seconded by Commissioner Lepetich, the Secretary was directed to communicate with members of the Finance Committee, inviting them to inspect the Main Library's sub-standard lighting and obsolete and unsanitary men's room facilities.

Unanimously approved.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy informed the Commission that the Director of Property responded to the Commission's request dated March 30, 1955, for information concerning a possible library site in the North Beach District.

On motion of Commissioner Cuddy, seconded by Commissioner Dettmering, the following resolution was unanimously adopted:

RESOLUTION #38

RESOLVED That the Director of Property submit a preliminary valuation appraisal of the proposed library site bounded by Columbus Avenue, Mason and Lombard Streets, on or before April 30, 1955.

Commissioner Cuddy referred to the Director of Property's communication dated March 29, 1955, wherein he stated that the lease for quarters housing the Bay View Branch Library will expire on June 30, 1955. Commissioner Cuddy added that the Planning and Development Committee had inspected a new location on the same side of the street and a few doors north of the present location, and found it suitable for branch library purposes.

On motion of Commissioner Cuddy, seconded by Commissioner Fischer, the following resolution was unanimously adopted:

RESOLUTION #39

RESOLVED That the Director of Property be authorized to negotiate a lease with the owner or owners of that certain store located at 5009 Third Street for a sum not to exceed \$125 per month, commencing July 1, 1955.

LIBRARY OPERATIONS COMMITTEE

Commissioner Fischer referred to a communication addressed to Librarian L. J. Clarke from the Mental Health Society, requesting permission to sell reading materials during their exhibit at the Main Library, May 1-7, 1955.

Commissioner Fischer moved and Commissioner Dettmering seconded that in accord with the policy of the Commission, this request be regrettably denied.

Commissioner Fischer concluded his report by informing the Commission of a communication received from Mr. Stanton Jue, Director of the International Institute of San Francisco, thanking the Commission and Librarian for extension of hours of service at the North Beach Branch Library.

The Chair directed the Secretary to acknowledge this communication.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Fischer moved, and Commissioner Dettmering seconded that the Commission approve the following list of expenditures for March and estimated expenditures for April:

	Expended March 1955	Est. Expend. April 1955
Salariee	\$66,935.30	\$69,000.00
Contractual Servicee	1,036.25	300.00
Binding	10,750.93	-0-
Material and Suppliee	906.57	500.00
Booke etc.	16,666.77	10,000.00
Equipment	546.97	-0-
Servicee Other Departmente	2,500.00	-0-
Fixed Chargee	23.00	-0-
Elevator Inspection	30.00	30.00
Rental Branchee	635.00	635.00
Heat, Light & Power	2,000.00	2,000.00
Peneione	6,400.00	6,400.00
Window Waehing	849.64	205.80
Repaire Auto Equipment	-0-	150.00
Telephone	150.00	150.00
Fuele & Oil	298.41	75.00
Compeneation Insurance	100.00	100.00
	<u>\$109,828.84</u>	<u>\$89,545.80</u>

Commieeioner Fischer moved and Commieeioner Lepetich seconded, that the Commieeion approve the liet of booke on economic and political eubjecte in the amount of \$544.46, ae eubmitted by the Librarian, be purchaeed from theFuhrman Bequeet Fund.

Unanimouely approved.

Commissioner Flecher moved and Commieeioner Dettmering seconded that the Commission approve the list of booke on Latin America in the amount of \$30.25, ae eubmitted by the Librarian, be purchaeed from the Pan-American Society Inc. Book Fund.

Unanimouely approved.

WELFARE OF EMPLOYEES COMMITTEE

Commiesioner Dettmering moved and Commissioner Mohr seconded that the following reeolution be adopted:

RESOLVED That the following non-civil service, temporary and recertification of temporary appointmente which have been made by the City Librarian for the month of March, 1955, be approved:

C-52 ELEVATOR OPERATOR (part-time)

Charlee Wood

X-52 LIBRARY PAGE

Robert L. Buchanan	Allan Mootz
David F. Horeley	Thomas Pinnick
Delbert F. Lederle	

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-906 X-42 Librarian	Edward C. Wileon	T-909	Terry Ann Ashe
T-907	Jim Chandler	"	Eunice Lee
"	Joeeph Aechero	"	Mary Cullinan
"	Jamee Reilly	"	Nina Brumback
"	Noreen Casey*	"	Abby Greene
"	Joan Brennan	T-910	Gerald King
"	John Morrie	"	Patricia Bernard
T-908	Mary Fotinoe	T-911	Ann Sacco
"	Katherine Bisio	T-912	Jamee E. Carey
"	Jamee Deering	T-913	Eleanor Cheney
"	John Caealeggio	T-914	Charlee Bufford
T-909	Edward Croeeetti	T-915	Betty Burley
"	Andrew Colline	T-916	Malcolm Brown
"	Martha Fowler		

AND FURTHER that the following reeignatione of non-civil service, ~~part-time~~ and temporary employees be accepted.

C-52 ELEVATOR OPERATOR (part-time)

Stanley Conning

X-52 LIBRARY PAGE

Guy Attwood
 Thomas Battaglia
 James Crowley

John Kelleher
 Patricia McNally

X-42 Librarian, part-time as needed

Noreen Cassy*
 Jesse Pittman

*Resignation, formerly reported in February, not effective until March.

Commissioner Dettmering informed the Commission that the State Library will sponsor a Workshop covering more effective technical processes in library administration from June 1 to 4, 1955; and on motion of Commissioner Dettmering, seconded by Commissioner Fischer the following resolution was adopted:

RESOLUTION #41

RESOLVED That the City Librarian and a member of the Library staff be permitted to attend a library workshop at the State Library in Sacramento, California, June 1-4, 1955; and be it

FURTHER RESOLVED That traveling expenses incurred be paid from City funds in accord with Ordinance 4942, Series 1939, adopted April 15, 1948.

Unanimously approved.

Commissioner Dettmering informed the Commission of the American Library Association Conference to be held July 3-9, 1955 in Philadelphia, and on motion of Commissioner Dettmering, seconded by Commissioner Fischer and unanimously approved, the following resolution was adopted:

RESOLUTION #42

RESOLVED That a Library Commissioner, City Librarian and a member of the Library Staff be permitted to attend the Annual American Library Association Conference to be held July 3-9, 1955 in Philadelphia, as delegates from the San Francisco Public Library; and be it

FURTHER RESOLVED That traveling expenses be paid from City funds in accord with Ordinance 4942, series 1939, adopted April 15, 1948.

Commissioner Dettmering moved and Commissioner Cuddy seconded that, in accord with the aforementioned resolution, Commissioner Mohr be designated as the official delegate from the Library Commission to the ALA Conference in Philadelphia.

It was so ordered.

CHINATOWN LIBRARY COMMITTEE

Commissioner Quan referred to a communication from the Chinese Six Companies relative to the conversion of the North Beach Branch Library to a Chinatown Branch Library, and their expressed enthusiasm and support for this project.

Commissioner Quan stated that plans have been formulated for a Citizens' Committee of outstanding Chinese and Americans to assist in raising funds to reconstruct the present outmoded premises.

Commissioner Quan further stated that he attended a meeting with the Mayor accompanied by the President of the Commission and Librarian to discuss this project.

On motion of Commissioner Cuddy seconded by Commissioner Quan, the following resolution was unanimously adopted:

RESOLUTION #43

RESOLVED That His Honor the Mayor be requested to approve a supplemental budget request in the amount of \$60,000, for the rehabilitation of the present North Beach Branch Library on Powell Street (Chinatown); such appropriation to become available in whole or in part as matching funds are publicly subscribed for this rehabilitation, provided, however, that the total sum made available on a matching basis is, in the opinion of the Library Commission, sufficient to substantially carry out the projected rehabilitation plan.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commission of activities and exhibits at the Main and Branch Libraries during January, February and March, as well as a Friends of the Library meeting to be held on Monday, April 25, 1955 with Dr. Ernest Mundt, Director of California School of Fine Arts as guest speaker.

Commissioner Mohr concluded her report by stating that President Markowitz will accept, on behalf of the Library Commission, the annual gift of \$100 from the Pan-American Society for books on or relating to Latin America, during ceremonies at the City Hall on Thursday, April 14, 1955.

The City Librarian referred to an amount included in the Library Department's budget request for 1955-56, to cover increased rental occasioned by the proposed relocation of the Bay View Branch Library.

On motion duly made seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #44

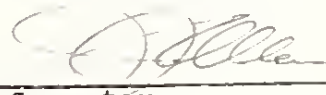
RESOLVED That His Honor the Mayor be requested to reduce the amount requested in the rental appropriation in the 1955-56 budget from \$13,485 to \$12,660, in accord with the communication from the Real Estate Department dated March 29, 1955, pertaining to a lease on new quarters for Bay View Branch Library.

COMMUNICATIONS

From Charles Griffith, City Architect re: Proposed changes in construction from Type V to Type III for proposed Ortega Branch Library with resultant 3% increase in estimate of cost.

Place on file.

There Being no further business to come before the Commission, the meeting was adjourned to May 3, 1955.


Secretary

May 12, 1955

Proceedings of the postponed meeting of the Library Commission held May 10, 1955 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Dettmering, Fishher, Graves, Lepetich, Markowitz and Mohr. Absent: Commissioners Allen, Cuddy, La Place, Quan and Vayssie.

The minutes of the previous meeting were approved and placed on file.

The City Librarian informed the Commission that the Board of Supervisors will hold a public meeting on Thursday, May 12 at 2:00 p.m. to discuss the budget of the City and County of San Francisco for 1955-56 and to act upon recommendations made by the Finance Committee.

Commissioner Mohr informed the Commission that she attended a meeting of the California Library Association in Vallejo on Saturday, April 30, 1955, at which more than fifteen trustees from Northern California discussed problems and policies pertaining to book selection etc.

PLANNING AND DEVELOPMENT COMMITTEE

On motion of Commissioner Dettmering seconded by Commissioner Fischer and unanimously approved, the following resolution was adopted:

RESOLUTION #45

RESOLVED That the Library Commission request a Supplemental Appropriation in the amount of \$50,000 from Appropriation 436.510.14.2 to the credit of Appropriation 414.600.09 in order to provide the funds necessary for the purchase of that certain triangular parcel of land bounded by Columbus Avenue, Lombard and Mason Streets, necessary for branch library purposes.

The City Librarian stated that the Chairman of the Committee, Secretary and City Librarian inspected a proposed library location at 5009 Third Street with representatives from the Department of Public Works. A Departmental Job Estimate has been received for the necessary alterations and a request has been made to the Director of Public Works for the funds necessary to perform this work.

A discussion ensued relative to rental of the quarters in the Ruse Building housing the Business Branch and on motion of Commissioner Fischer seconded by Commissioner Lepetich, the following resolution was approved:

RESOLUTION #46

RESOLVED That the Library Commission authorize the Director of Property to negotiate with the Russ Building management for a lease on that certain area occupied by the Business Branch of the Library Department, and more particularly described as Suite 1129 Russ Bldg., for a period of one year commencing July 1, 1955; and be it

FURTHER RESOLVED That said rental shall not exceed the sum of \$365.00 per month.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the following list of expenditures for April and estimated expenditures for May:

MAY 10 1955

	Expended April 1955	Est. Expend. May 1955
Salaries	\$67,695.49	\$68,000.00
Contractual Services	302.52	500.00
Material & Supplies	380.46	300.00
Books, etc.	6,741.63	1,300.00
Fixed Charges	5.00	-0-
Elevator Inspection	30.00	30.00
Rental Branches	635.00	635.00
Heat, Light & Power	2,000.00	2,000.00
Pensions	6,288.00	6,288.00
Window Washing	205.80	205.80
Repairs Auto Equipment	100.00	150.00
Telephone	150.00	150.00
Fuels & Oil	75.00	75.00
Compensation Insurance	100.00	100.00
	<u>\$84,708.90</u>	<u>\$79,733.80</u>

Commissioner Fischer moved and Commissioner Graves seconded that the Commission approve the list of books on economic and political subjects in the amount of \$109.32, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the list of books on Latin America in the amount of \$1.00, as submitted by the Librarian, be purchased from the Pan-American Society Inc. Book Fund.

Unanimously approved.

LIBRARY OPERATIONS COMMITTEE

Commissioner Fischer informed the Commission that the lease with the U. S. Government for ground floor space at 45 Hyde Street is up for renewal on the same terms and conditions as the present lease.

On motion of Commissioner Fischer seconded by Commissioner Dettmering and unanimously approved, the following resolution was adopted:

RESOLUTION #47

RESOLVED That the Director of Property be authorized to prepare the necessary ordinance for submission to the Honorable Board of Supervisors approving a one-year lease with the U. S. Government for ground floor space at 45 Hyde Street (Library Annex) commencing July 1, 1955, at a rental of \$375.00 per month. (Same terms and conditions which exist in the present lease.)

Commissioner Fischer referred to leases expiring on various branch library locations. On motion of Commissioner Fischer seconded by Commissioner Dettmering and unanimously approved, the following resolution was adopted:

RESOLUTION #48

RESOLVED That the Library Commission authorize the Director of Property to execute leases, with the following parties as lessors, of space in certain buildings in San Francisco required for branch library purposes for a period of one year commencing July 1, 1955:

Lessor	Address	Amount
Mary L. Baumann	37 Leland Avenue	\$65 month
Mary Love	111 Broad Street	50 "
Nickolaos & Madeline Paxinos	700 Bosworth St.	65 "
Leroy & Germaine Sharman	5009 Third Street	125 "
Dora M. Meherin & A. Williams	2434 San Bruno Ave.	75 "
Jane Agnes Soldavini	387 Ashton Avenue	135 "

Commissioner Mohr referred to circulation statistics and recommended that a study be made as to the possibility of abandonment or curtailment of services in the smaller rented units in accord with the amount of library business performed.

The City Librarian stated that studies are now under way and recommendations pertaining to this matter will be made to the Commission at the beginning of the fiscal year.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering moved and Commissioner Fisoher seconded that the following resolution be adopted:

RESOLUTION #49

See last page.

Unanimously approved.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commission of numerous activities and exhibits held during the month of April at the Main and Branch Libraries as well as the Senior Hobby Show at the Emporium co-sponsored by the Library Department. She stated that the Friends of the Library meeting held April 25, 1955 was an outstanding success and that the next meeting has been planned to commemorate the Founding of San Francisco in the latter part of June.

Commissioner Mohr announced the receipt of checks from the Pan-American Society and San Francisco Chapter of Certified Public Accountants for books on or relating to Latin America and accounting respectively.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #50

RESOLVED That the Board of Supervisors of the City and County of San Francisco be respectfully requested to accept for and on behalf of the City and County of San Francisco, and subject to administration by the San Francisco Public Library, said sum of \$31.40 and be it

FURTHER RESOLVED That said \$31.40 should be deposited with the Treasurer of the City and County of San Francisco in the San Francisco Chapter of the California Society of Certified Public Accountants, fund to be used for the purchase of books on subjects relating to accountancy.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #51

RESOLVED That the Board of Supervisors of the City and County of San Francisco be respectfully requested to accept for and on behalf of the City and County of San Francisco, and subject to administration by the San Francisco Public Library, said sum of \$100; and be it

FURTHER RESOLVED That said \$100 be deposited with the Treasurer of the City and County of San Francisco in the Pan-American Society Inc. Book Fund, to be used for the purchase of books on or relating to Latin America.

Communications - from

Mrs. Joseph Quan - thank you note to Commission for flowers sent during her convalescence. Place on file.

Commissioner Vayssie - Greetings to President and Commission from Japan. Place on file.

Charles W. Griffith, City Architect re: Adjustments at Marina Branch Library due to faulty construction. Place on file.

Appleton & Wolfard re: Letter of explanation of delays in contract drawings and specifications for Ortega Branch Library.
Place on file.

Bay View Civic Club re: Letter to Chairman Finance Committee of Board of Supervisors requesting approval of supplemental appropriation to refurbish new location of Bay View Branch Library.
Place on file.

West of Twin Peaks Council re: Letter to Supervisors to re-instate capital funds to provide branch in Park-Morced Stonestown Area.
File.

RESOLVED THAT the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of April, 1955, be approved:

C-52 ELEVATOR OPERATOR (Part-time)

Jack P. Little

X-52 LIBRARY PAGE

Vera Allen	Raymond Rogoway
Patricia Byrne	Robert G. Scott
Charles Wood	

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-918	X42	Librarian	Ramon Curiel	T-922	X-42	Librarian	Leon Smith
T-919	"		Dorothy Schnitman	"	"		Ellenjane Yound
T-920	"		Catherine Christo	"	"		Emma J. Morgan
"	"		John C. Walsh	T-923	"		Myrtle Hestdalen
T-921	"		Rose C. Jeong	T-924	"		Mary Ann Roberts
"	"		Patricia Erickson	T-925			Norma Milani

AND FURTHER that the following resignations of non-civil service, part-time and temporary employees be accepted:

C-52 ELEVATOR OPERATOR (Part-time)

Charles Wood

X-52 LIBRARY PAGE

Thomas Curley
Herbert Lenchner
Jack C. Stevenson

X-42 LIBRARIAN, part-time as needed

Max J. Vella

There being no further business to come before the Commission, the meeting was adjourned to June 7, 1955.


J. J. Allen, Secretary

June 8, 1955

Proceedings of the regular meeting of the Library Commission held June 7, 1955 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Cuddy, Dettmering, Fischer, Graves, La Place, Lepetich, Markowitz, Mohr, Quan and Vayssie. Absent: Commissioner Allen.

The minutes of the previous meeting were approved and placed on file.

The City Librarian informed the Commission that commencing June 13, 1955 the Bay View Branch Library will be closed for the issuance of books until the new quarters at 5009 Third Street are made available for library purposes. The installation of shelves, lights and new flooring, etc. will take approximately three weeks.

The City Librarian informed the Commission that a Supplemental request, to transfer \$50,000 from the Building Appropriation to the Land Appropriation to purchase land in North Beach for branch library purposes, has been transmitted to His Honor the Mayor for approval.

The City Librarian added that following approval by the Mayor and Board of Supervisors, the Commission will be in a position to request the Director of Property to negotiate for the purchase of this land.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy, in the absence of Chairman Allen, informed the Commission that the Committee reviewed the final plans and specifications for the proposed Ortega Branch Library, and he presented the following resolution which was seconded by Commissioner La Place and unanimously approved:

RESOLUTION NO. 52

RESOLVED That the Library Commission approve the final preliminary drawings and outline of specifications for the proposed Ortega Branch Library as prepared by the architectural firm of Appleton and Wolfard.

Commissioner Cuddy stated that the Library Department was unable to obtain funds in the 1955-56 budget to purchase additional land for the proposed Park Merced-Stonestown Library. He recommended that the Commission approve the following resolution to purchase the property described with the funds on hand. The motion was seconded by Commissioner La Place and unanimously approved:

RESOLUTION NO. 53

RESOLVED That the Director of Property be requested to purchase from the Stonestown Development Corporation that certain parcel of land in Assessor's Block 7236, having a frontage of 100 feet on the south side of Winston Drive and a frontage of 125 feet on the east side of 19th Avenue, for a sum not to exceed \$22,500.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place referred to a communication from the Director of Property requesting approval of a work order in the amount of \$250 (one-half to be charged to Park-Recreation Department) for services in connection with oil and gas leases on Fuhrman Bequest land in Kern County, California.

On motion of Commissioner La Place, seconded by Commissioner Lepetich and unanimously approved, the following resolution was adopted.

RESOLUTION NO. 54

RESOLVED That the Library Commission approve a Departmental Work Order in the amount of \$250 to the Department of Real Estate for services and expenses in connection with a proposed lease of the S. E. corner of Sec. 32, T. 27S, R 28E, Kern County, California and other lands acquired from the estate of Alfred Fuhrman, deceased.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the following list of expenditures for May and estimated expenditures for June:

	Expended May 1955	Est. Expend June 1955
Salaries	\$66,988.42	\$68,000.00
Contractual Services	502.64	250.00
Material & Supplies	188.06	150.00
Books etc.	2,264.53	1,200.00
Fixed Charges	5.00	-0-
Elevator Inspection	30.00	23.00
Rental Branches	635.00	-0-
Heat, Light & Power	1,883.66	1,800.00
Pensions	6,400.00	6,400.00
Window Washing	205.80	-0-
Rep. Auto Equipment	100.00	100.00
Telephone	150.00	-0-
Fuels & Oil	223.94	-0-
Compensation Insurance	100.00	100.00
	<u>\$79,677.05</u>	<u>\$78,023.00</u>

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 1

RESOLVED That a Departmental Work Order in the amount of \$25.00 be issued to the Purchasing Department to cover reproduction work for the period July 1 to September 30, 1955.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 2

RESOLVED That the Controller be requested to transfer \$53,900 from the Contractual Services appropriation to the Binding Appropriation to set up funds for binding for the fiscal year 1955-56.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 3

RESOLVED That the Controller be requested to encumber \$180. from the Contractual Services appropriation to the credit of Services of Station Keepers to cover services for the fiscal year 1955-56.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 4

RESOLVED That the Controller be requested to encumber \$1,000. from the Book Appropriation to cover an amount sufficient to purchase books in the amount under \$100.00 as per Procurement Procedure Supplemental #20 dated February 20, 1953 as issued by the Controller.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 5

RESOLVED That the Controller be requested to allot an additional \$10,000 in the Contractual Services appropriation to cover purchases of periodicals, newspapers and travel expense which will be expended in the early part of the fiscal year 1955-56.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 6

RESOLVED That a Departmental Work Order in the amount of \$2,500 be issued to the Recreation Park Department for services of gardeners in front of the Main and Branch Libraries for the period July 1 to September 30, 1955.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering moved and Commissioner La Place seconded that the following resolution be approved:

RESOLUTION NO. 55

RESOLVED That the following non-civil service, temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of May, 1955, be approved:

C-52 Elevator Operator (Part-time)

Ronald Boltz

B-210 Office Assistant (Part-time)

Miriam Brown
Jack Marchi

B-222 General Clerk (Part-time)

Robert Lashuertos

Temporary Appointments and recertifications

T-926	X-42	Librarian	John J. Morris	T-936	X-42	Libr.	Stephen
T-927	"		Freeman Blake				Negoesco
"	"		Shirley Canata	"	"	Gerald C.	Fennell
"	"		Dorothy Raab	T-937	"	George E.	Haley
T-928	"		Dolores Tompkins	T-938	"	Austin P.	Keegan
T-929	"		Dorie Schied	T-939	B-210	Off. Asst.	Veronica
T-930	"		Wm. A. Carney				Little
T-931	"		Frances Thompson	T-940	X-42	Libr. (O.A. #298)	
T-932	"		Paul E. Solbakken	T-941	"	Alvina Manibusan	
T-933	"		James Carroll	T-942	"	Helen Dunham	
T-934	"		Frank C. Evans	T-943	"	Walter G. Phillips	
T-935	"		Helen Cushman	T-944	B-210	Off. Asst.	Robina
			T-945 B-210 Off. Asst. (O.A. #297)				Kabal

AND FURTHER that the following resignations of non-civil service, part-time and temporary employees be accepted:

C-52 Elevator Operator (part-time)

Demetrius Megremis

B-210 Office Assistant (part-time)

Miriam Brown
Peter Keegan

B-222 General Clerk (part-time)

Ronald Boltz

JUN 7 1955

CHINATOWN LIBRARY COMMITTEE

Commissioner Quan reported progress and referred to a communication from Mr. Gilbert Woo, Chinese-Pacific Weekly News, Inc., relative to the Citizens' Committee's effort in raising the funds necessary for rehabilitation of the North Beach Branch Library located in Chinatown and requested information as to the Commission's attitude in the event the Citizen's Committee was successful in raising \$40,000 for this purpose.

The Chair recommended that Commissioner Quan reply to the Committee stating the position of the Library Commission in this matter.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commission of the many activities and exhibits held at the Main and Branch Libraries during the month of May with particular emphasis on the Senior Citizens' Hobby Show held at the Emporium co-sponsored by the Library and Park Recreation Departments.

Commissioner Mohr concluded her report by announcing a Friends of the Library meeting commemorating the Founding of San Francisco to be held at the Main Library June 27, 1955 in cooperation with the California Historical Society.

Commissioner Vayssie referred to the May meeting of the Commission at which time Resolution No. 45 requesting a transfer of \$50,000. from the Building Appropriation to the Land Appropriation to enable the Commission to purchase a triangular parcel of land in North Beach for branch library purposes. He stated that it was impossible for him to be present at that meeting and requested the Chair to record his dissenting vote in this matter.

COMMUNICATIONS

Director of Property re: rent collected from 45 Hyde Street (April). File.

Director of Public Works re: request to install air raid siren in Main Library Building.

Refer to City Librarian.

Paul Opperman, Director of City Planning re: report to Library Commission that Lot 1, Block 74 - Proposed library site is in conformity with Master Plan.

Place on file.

There being no further business to come before the Commission, the meeting was adjourned to August 2, 1955.


Secretary

August 3, 1955

The proceedings of the regular meeting of the Library Commission held August 2, 1955 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call, the following were noted present: Commissioners Allen, Cuddy, Dettmering, Fischer, Graves, La Place, Lepetich, Markowitz, Mohr, Quan and Vayssie.

The minutes of the previous meeting were approved and placed on file.

The City Librarian informed the Commission that former President of the Library Commission, Mr. Nat Schmulowitz, had generously donated for inclusion in the Schmulowitz Collection of Wit and Humor, two sets of "Tarantel" an anti-communist magazine published in West Berlin and distributed behind the iron curtain. The know-circulation of this magazine is reported to be 250,000 copies monthly.

The Librarian recommended that a resolution of appreciation be presented to Mr. Schmulowitz for his continued interest in, and generous contributions to the Library. It was so recommended.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the following list of expenditures for July and estimated expenditures for August:

	Expended <u>July</u>	Est. Expend. <u>August</u>
Salaries	\$75,453.00	\$75,000.00
Contractual Services	7,875.14	1,000.00
Binding	13,475.00	-0-
Materials & Supplies	4,053.91	500.00
Books & Binding Material	27,460.31	5,000.00
Services - Other Departments	2,490.00	3,000.00
Maintenance & Repair-Buildings	3,041.25	3,000.00
Elevator Inspection	30.00	30.00
Repair Auto Equipment	100.00	100.00
Telephone	400.00	200.00
Window Washing	1,000.00	200.00
Fuel Oil, etc.	433.80	100.00
Rental of Branches	2,110.00	1,055.00
Heat, Light & Power	1,800.00	1,800.00
Retirement	6,890.00	6,900.00
	<u>\$146,612.41</u>	<u>\$94,885.00</u>

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books on economic and political subjects in the amount of \$471.55, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the list of books on Latin America in the amount of \$49.85, as submitted by the Librarian, be purchased from the Pan-American Society, Inc. Book Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books on accounting in the amount of \$28.45, as submitted by the Librarian, be purchased from the Certified Public Accountant Trust Fund. Unanimously approved.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place informed the Commission that the Director of Property, in his communication of July 7, 1955, had recommended that the Honorable Board of Supervisors adopt a resolution confirming an oil and gas lease between the City and County of San Francisco and the Signal Oil Company for city-owned land in Kern County (Fuhrman Bequest).

Commissioner Fischer discussed the possibility of obtaining more pertinent information on the geologic formations, drilling operations, etc. on the Fuhrman Bequest lands in Kern County.

On motion of Commissioner Fischer seconded by Commissioner Allen and unanimously approved, the following resolution was adopted:

RESOLUTION #56

RESOLVED That three Commissioners, the Librarian and the Secretary inspect the Fuhrman Bequest land in Kern County in accord with the recommendation of the Director of Property; and be it

FURTHER RESOLVED That the Recreation and Park Commission be advised of this matter; and be it

FURTHER RESOLVED That expenses incurred for this inspection trip be defrayed from funds in the Fuhrman Bequest Appropriation.

Commissioner La Place concluded her report by stating that the Bay View Branch Library, in new and enlarged quarters at 5009 Third Street, was opened for public use on July 25, 1955, with an opening day circulation of over 600 volumes.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmerring moved and Commissioner Lepetich seconded that the following resolution be approved:

RESOLUTION #57

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the months of June and July 1955, be approved:

C-52 Elevator Operator (P.T.)

Robert Buchanan

C102 Janitress (P.T.)

Mary E. Lyons

X-52 Library Page

Edgar Belcher	John Hayes	Michael Moran	Dolores Stone
Monty Bodine	Michael Kelly	Mary Mulholland	Gail Toso
Gary Capurro	Helen Lindsay	Gerald Murphy	W. Whoriskey
Robert Childs	John Maguire	Fred Nerney	Thomas Welch
Jo Ann Cleese	Karen McGlenon	Michael O'Dwyer	Peter Williams
Phyllis Engler	Mike McLaughlin	John Rattunde	Stephen Young
Joan Greely	Richard Meriwether	John Renault	
Caryl Hagopian	Robert Michalske		

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-946 Librarian	Morgan Dowling	T-957 Librarian	Jacqueline Acree
T-947 "	Barbara Hyde	" "	Lucille Wong
T-948 "	Mona Sheehan	" "	John Brookman
T-949 "	Vivian Louie	" "	Carol McGuire
T-949 "	Eugenia Gillick	" "	Robert Carew
T-950 "	Theodore Gould	" "	Joseph Gollop
T-951 "	Mauraid Semple	" "	Helen Greely
T-952 "	Leon Smith	T-959 "	Elezabeth Wright
" "	Shirley Canata	T-960 "	Nellie Otterberg
T-953 Opr. Eng.	F. Norton(OA)	T-961 "	Carmen Anderson
T-954 Librarian	Ann Hoke	T-962 "	Johanna Canale
T-955 "	Norma Milani	T-963	(cancelled)
T-958 "	Harold Brown	T-964	Thomas Lane
T-956 not used		" "	Helen Melendez
		T-965	Oreese Elmore

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

C-52 Elevator Operator (P.T.)

Ronald Boltz

C102 Janitress (P.T.)

Mary O'Mahoney
Mary E. Lyons

X-52 Library Page

Margaret Aschero	Dennis Galloway	Donald Miles	Carl Schulenburg
Robert Boldt	Robert Keyes	Jerry Mulligan	Robert Scott
Joseph Champion	Carl Kiepen	John O'Connor	Mona Sheehan
Philip Dowling	Dick Meriwether	Thomas Pinnick	Paul Tompkins
James Fassio			

X-42 LIBRARIAN (L. T.)

Joseph Aschero
Betty Burley
John Casaleggio
Vivian Louis
John Morris

AND FURTHER That the following X-40 Senior Librarian be suspended for a period of two weeks without pay:

Dorothy Jackman

Unanimously approved.

CHINATOWN LIBRARY COMMITTEE

Commissioner Quan reported progress.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Allen informed the Commission that a supplemental appropriation request in the amount of \$50,000 was submitted to the Mayor and Board of Supervisors for purchase of that certain parcel of land bounded by Columbus, Mason and Lombard Streets for branch library purposes.

Following approval by the Mayor, the matter was referred to the Finance Committee of the Board of Supervisors for consideration.

Commissioner Allen stated that the Finance Committee concluded that the price per square foot was too high for public use and suggested that the Library Commission consider another site, with particular reference to 725 Greenwich Street at the corner of Grover Place.

The Chair recognized Miss Carson, Secretary of the Telegraph Hill Dwellers, who informed the Commission of her attendance at the Finance Committee hearings and of her organization's disappointment in learning that the matter had been tabled.

A lengthy discussion ensued relative to this complex problem of seeking a proper location in this area, and the Chair referred the entire matter back to Committee.

Commissioner Allen concluded his report by referring to a communication from the Department of Public Works (Bureau of Architecture) containing tabulations of bids received July 27, 1955 and additional costs for the construction of the proposed Ortega Branch Library.

Commissioner Allen advised the Commission that additional funds will be necessary in order to award the construction contract and complete this project. He recommended that the Library Commission confer with the Recreation-Park Commission to ascertain whether it will provide the sum of \$23,699.84, which represents the deficit in the over-all cost of construction of this library; and further, that the Recreation-Park Commission be informed the increased cost of construction was occasioned by the change in its original request of 800-900 square feet to an ultimate 1864 square feet of recreational area.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commission of events and activities at the Main and Branch Libraries during June and July. She referred to her report as Commissioner Delegate to the A. L. A. Conference held in Philadelphia, July 3-9, 1955 and recommended that in the interest of time it be mimeographed and distributed to the Commissioners.
It was so ordered.

The Chair referred to a report prepared by the Librarian and Secretary for transmittal to His Honor the Mayor, outlining the eight years of progress made by the Library Department during his Administration.

The Chair acknowledged the presence of Mr. Stuart Boland, Librarian in charge of Park Branch, and requested his appearance at the September meeting to make a brief report of his attendance as a delegate at the A. L. A. Conference in Philadelphia.

Mr. Boland thanked the Commission for his appointment as delegate to the Conference and stated that he would attend the September meeting.

COMMUNICATIONS

From:

Stuart M. Boland, Librarian Park Branch re: Thanks to the Commission for appointing him official delegate to A.L.A. Conference.
Place on file.

Westwood Park Association re: Requesting library service in immediate vicinity of Westwood Park.
Acknowledge and place on file.

Americans for Democratic Action re: Use of library meeting room facilities for monthly political educational program.
Reply - state Commission's policy.

State of California Recreation Commission re: Thanking Commission for use of board room for public meetings - same from Mayor's Office.
Place on file.

Cathray Company, Distributors for Type-o-matic typewriters re: Use of same at Main Public Library. Place on file.

There being no further business to come before the Commission, the meeting was adjourned to September 13, 1955.


Secretary

AUG 2 1955

September 15, 1955

Proceedings of the regular meeting of the Library Commission held September 13, 1955 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

On roll call, the following were noted present: Commissioners Allen, Dettmering, Fischer, Graves, La Place, Lepetich, Markowitz, Mohr and Quan. Absent: Commissioners Cuddy and Vayssie.

The minutes of the previous meeting were approved and placed on file.

The City Librarian informed the Commission that construction of the Ortega Branch Library will commence on September 19, 1955.

A discussion ensued relative to ground breaking ceremonies and on motion of Commissioner Dettmering seconded by Commissioner Mohr, the subject under discussion was tabled.

The City Librarian referred to his recent field trip to the Hunters' Point Housing Project relative to providing library service to the residents in that area. He stated that Mr. John Beard, Executive Director of the Housing Authority, has been requested to submit data concerning the number of residents in this Project, with suggested locations which may be available for branch library purposes. The Chair referred this matter to the Planning and Development Committee for investigation and report.

The City Librarian spoke of the forthcoming California Library Association Conference to be held in San Jose October 25-29, 1955, and on motion of Commissioner Dettmering seconded by Commissioner Fischer, the following resolution was unanimously adopted:

RESOLUTION NO. 9

RESOLVED That a Library Commissioner, the Secretary and a member of the Library Staff be permitted to attend the 57th Annual Conference of the California Library Association to be held October 25-29, 1955 in San Jose, California, as delegates from the San Francisco Public Library; and be it

FURTHER RESOLVED That traveling expenses be paid from City funds in accord with Ordinance 4942, Series 1939, adopted April 15, 1948.

In accord with the Finance Committee's directive dated May 31, 1951, the approximated cost of this trip is as follows:

Transportation (3 persons)	\$ 6.00
Conference time (for 3)	<u>300.00</u>
	\$306.00

The City Librarian concluded his remarks by referring to a report by the City Librarian of Liverpool, England to Her Majesty's Government relative to his visit to twenty-two libraries throughout the United States, and his reference to the Parkside and Marina Branch Libraries as among the finest examples of library architecture he had ever seen.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the following list of expenditures for August and estimated expenditures for September:

	<u>Expended</u> <u>August 1955</u>	<u>Est. Expend.</u> <u>September 1955</u>
Salaries	\$76,970.82	\$75,000.00
Contractual Services	474.46	1,000.00
Material & Supplies	1,359.82	500.00
Books & Binding Mat.	11,790.00	5,000.00
Membership Dues	10.00	-0-
Services Other Depts.	-0-	2,490.00
Main. & Repair Pub. Bldgs.	3,041.25	3,000.00
Elevator Inspection	30.00	30.00
Repair Auto Equipment	-	100.00
Telephone	200.00	200.00
Window Washing	200.00	200.00
Fuel oil etc.	100.00	100.00
Rental of Branches	1,055.00	1,055.00
Heat, Light & Power	1,800.00	1,800.00
Retirement Allowance	<u>6,890.00</u>	<u>6,900.00</u>
	<u>\$103,996.35</u>	<u>\$97,375.00</u>

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the list of books on economic and political subjects in the amount of \$140.75, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the list of books in the amount of \$62.66, as submitted by the Librarian, be purchased from the Sutro Bequest Fund.

On motion duly made, seconded and unanimously approved, the following resolutions were adopted:

RESOLUTION NO. 7

RESOLVED That a Departmental Work Order in the amount of \$2,490 be issued to the Recreation-Park Department for services of gardeners in front of the Main and Branch Libraries for the period October 1 to December 31, 1955.

RESOLUTION NO. 8

RESOLVED That a Supplemental Appropriation Ordinance be prepared in the amount of \$2,500, transferring this amount from the Compensation Reserve to the credit of Temporary Salaries to cover charges made from July 1st to September 15th 1955 for vacation and sick leave coverage. The original appropriation of \$2,700 has been expended to the amount of \$2,535.99 and will have to be augmented to cover charges to the end of this fiscal year.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place reported progress.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering moved and Commissioner Mohr seconded that the following resolution be adopted:

RESOLUTION NO. 10

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of August, 1955, be approved:

X-52 LIBRARY PAGE

Albert E. Carr	Walter J. Morgan
James Crean	Jerry Troy
John G. Kelleher	Edward Wong
Marilyn McCarthy	

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-966	X-42	Librarian	Jim Chandler	T-971	X-42	Libr.	Abby M. Greene
"	"		James Reilly	T-972	"		Gerald King
"	"		Joan Brennan	"	"		Patricia Bernard
"	"		Mary Fotinos	T-973	"		Ann Sacco
T-967	X-20	Hd. Libr.	Anns Schofield-974	"			Elsanor Chaney
T-968	X-12	Ch. Libr.	O.A. (Betty Rethmsyer)	T-975			Edward Crosstti
T-969	B-210	Off. Asst.	Dorothy E. Crick	T-976			Maurasn O'Neill
T-970	X-42	Librarian	Katherine Y. Bisio	T-977			Gail Greenlee
"	"		James F. Deering	"			Happy Gibson
T-971	"		Edward A. Crosetti	T-978	C-152	Watchman O.A.	
"	"		Andrew J. Collins			(Wm. A. Hays)	
"	"		Martha S. Fowler	T-979	X-42	Chas. Bufford	
"	"		Terry Ann Ashe	"	"	Edward C. Wilson	
"	"		Eunice Y. Lee	"	"	Malcolm D. Brown	
"	"		Mary E. Cullinan	T-980	O-166.1	Jr. Opt. Eng.	
"	"		Nina Lee Brumback			(not filled)	
			T-981	X-42	Librarian	Tobin DeLeon	
			"	"		Mary B. Courtney	

AND FURTHER That the following resignations of non-civil service, part-time and temporary employes be accepted:

X-52 LIBRARY PAGE

Jo Ann Cleese
Gerald B. Murphy
Dolores Stone

X-42 LIBRARIAN, part-time as needed

Shirley Canata	Joseph Gollop
James Deering	Rose C. Jsong
Eugenia Gillick	Paul Solbakken

CHINATOWN LIBRARY COMMITTEE

Commissioner Quan reported progress.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commission of exhibits and events held at the Main and Branch Libraries during the month of August, with particular reference to the Achenbach Print Exhibit on Shakespeare now on display in the Exhibit Room of the Main Library.

Commissioner Mohr referred to the forthcoming C.L.A. Conference in San Jose and requested members of the Commission to make every effort to attend the Trustees' Day on Friday, October 28, 1955.

Commissioner Mohr concluded her report by announcing another Friends of the Library meeting to be held on Monday, October 24 at the Main Library. The guest speaker will be Dr. Lawrence Clark Powell, noted raconteur, author and lecturer. The subject of his speech will be "Shaks Well and Speak", A bibliophilic cocktail of books, people and places. Dr. Henry H. Hart, Chairman of the Friends group will preside.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Allen submitted a comprehensive report on the Committee's numerous field trips to the North Beach District with regard to recommending to the Commission the most feasible site for the proposed North Beach Branch Library.

Commissioner Allen added that certain sites recommended met with objections from various organizations within the district, and others were unsuitable because of size or location, or were prohibitive in price.

He concluded his report by recommending that the Commission again review the triangular parcel of land bounded by Columbus, Lombard and Mason Streets. On motion of Commissioner Allen seconded by Commissioner Dettmerring and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 11

RESOLVED That the Director of Property be requested to communicate with the agent representing the owners of that certain parcel of land in the North Beach District more particularly described as Block 74, Lot #1, and ascertain the lowest possible price for the aforementioned parcel of land.

The City Librarian informed the Commission that the Mayor and Board of Supervisors approved the sum of \$10,500 for the preparation of plans and specifications for the proposed Park-Merced-Stonestown Branch Library in the Library Department's 1955-56 budget. He recommended that the Commission request the Chief Administrative Officer to submit, for the consideration of the Commission, a list of architects for this proposed branch library.

It was so recommended.

The Chair requested that this meeting be adjourned in respect to the memory of Miss Mary Barnby, former Alameda County Librarian, who was one of California's outstanding pioneer librarians.

COMMUNICATIONS

From:

Merced Heights Improvement Association re: Request to construct branch library at Winston Drive and 19th Avenue.

Acknowledges and file.

Director of Property re: Rent collection for 45 Hyde Street for July and August 1955.

Place on file.

The meeting was adjourned to October 4, 1955.


Secretary

470
October 5, 1955

Proceedings of the regular meeting of the Library Commission held October 4, 1955 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

On roll call the following were noted present: Commissioners Cuddy, Dettmering, Fischer, Graves, La Place, Lepetich, Markowitz, Mohr and Vayssie. Absent: Commissioners Allen and Quan.

The minutes of the previous meeting were approved and placed on file.

The City Librarian informed the Commission of a communication received from Charles W. Griffith, City Architect, outlining a progress schedule for the general construction of the Ortega Branch Library and the estimated completion date which is set for not later than April 6, 1956.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy, in the absence of Chairman Allen, reported that the Chief Administrative Officer responded to the Commission's request for a list of architects for the proposed Park Merced - Stonestown Branch Library.

Commissioner Cuddy added that the Chief Administrative Officer discussed this matter with the Director of Public Works, as stated in his letter to the Commission dated September 28, 1955. On motion of Commissioner Cuddy seconded by Commissioner Fischer and unanimously approved, the following resolution was adopted:

RESOLUTION #12

RESOLVED That the Library Commission instruct the Chief Administrative Officer to appoint the architectural firm of Appleton and Wolfard to prepare plans and specifications for the proposed Park Merced-Stonestown Library.

Commissioner Cuddy stated that the Director of Property responded to the Commission's request of September 14, 1955 regarding the purchase of a triangular parcel of land in the North Beach District for branch library purposes.

At the request of the Chairman of the Planning and Development Committee, a telephone poll of the Commission was taken relative to re-submitting a supplemental appropriation request in the amount of \$40,000 to set up the necessary funds for the purchase of land in the North Beach Area. A majority concurred in the recommendation of the Chairman and the Secretary was instructed to re-submit to the Mayor and Board of Supervisors a request for a supplemental appropriation in the amount of \$40,000.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Cuddy seconded that the Commission approve the list of books on economic and political subjects in the amount of \$110.23, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the list of books on Latin America in the amount of \$50.63, as submitted by the Librarian, be purchased from the Pan-American Society, Inc. Book Fund. Unanimously approved.

Commissioner Cuddy moved and Commissioner La Place seconded that the following resolution be approved:

RESOLUTION #13

RESOLVED That the Library Commission waive the present rule on time limitation for refunds for expired Library Deposit Card #2067 and direct the Controller to issue a warrant in the amount of \$5.00 to Barnwell L. Chappell, Seattle, Washington. Unanimously approved.

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of expenditures for September and estimated expenditures for October:

	Expended Septe. 1955	Est. Expend. October 1955
Salaries	\$ 76,416.34	\$ 75,000.00
Contractual Services	10,133.73	1,000.00
Material & Supplies	8,631.61	500.00
Books, etc.	6,108.97	5,000.00
Membership dues	44.00	-0-
Services Other Departments	2,490.00	-0-
Maintenance & Repair Public Bldgs.	3,041.25	3,000.00
Elevator Inspection	30.00	30.00
Repair Auto Equipment	-0-	100.00
Telephone	200.00	200.00
Window Washing	800.00	200.00
Fuel Oil, etc.	100.00	100.00
Compensation Insurance	75.00	75.00
Rental of Branches	1,055.00	1,055.00
Heat, Light & Power	1,800.00	1,800.00
Retirement Allowance	6,890.00	6,900.00
	<u>\$110,047.90</u>	<u>\$94,960.00</u>

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place referred to a communication from Miss Helen Reid requesting that the Library Department purchase foreign language records for the use of its patrons.

Commissioner La Place recommended that the Commission inform Miss Reid that the Commission requested, but was subsequently refused, funds for this purpose in its 1955-56 budget.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmerring moved and Commissioner Fischer seconded that the following resolution be adopted:

RESOLUTION #14

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of September 1955 be approved:

B222 General Clerk (PT)

John McBride

X-52 Library Page

Michael Peterson
Robert Quigley

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T982 X-42 Ramon Curiel
T-983 " Myrtle Hestdalen
T-984 " Katherine Melia
T-984 " Mary Delaney
" " Margaret Gorman
" " Marie Gorman
T-987 " Henry Kreer
T-988 " Catherine Christo
" " John Walsh

T-989 X-42 Mary O'Brien
" " Dolores Dwyer
T-990 B222 William Hays
T-991 X-42 Pat Erickson
T-992 " Leon Smith
" " Emma Morgan
T-993 " Mary Roberts
T-994 " Dorothy Raab

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

B222 General Clerk (PT)

Donald Harrison

X-42 Librarian (PT)

Freeman Blake
James Chandler
Catherine Christo
Gail Greenlee

Unanimously approved.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commission that the California Library Association had requested her attendance as a trustee representative at the Governor's Conference on Education which was held at Sacramento during the past week.

Commissioner Mohr stated that due to the tremendous interest in the Achenbach Exhibit on Shakespeare in the Exhibit Room, the showing will continue throughout the month of October.

Commissioner Mohr concluded her report by announcing a Friends of the Library meeting to be held at the Main Library on Monday, October 24, 1955, and a "Trustee-Friends of the Library Day" during the C.L.A. Conference at San Jose, California. This event will take place on Friday, October 28, 1955 and will consist of meetings, luncheon, reception and dinner.

COMMUNICATIONS

From:

John W. Beard, Housing Authority, re Hunters' Point Library facilities.
Refer to Library Operations Committee.

John D. Henderson, L. A. County Librarian complimenting Librarian and Commission on fine job done at Marina Library.
Acknowledge and place on file.

Charles W. Griffith, City Architect re: Ortega Branch Library
general construction progress schedule.
Place on file.

Philip Rezos, Director of Property re: Proposed library site - North Beach District.
Refer to Planning & Development Committee.

There being no further business, the meeting was adjourned in respect to the memory of George C. Cameron, Publisher of the San Francisco Chronicle, noted philanthropist and outstanding civic leader.


Secretary

November 3, 1955

Proceedings of the regular meeting of the Library Commission held November 1, 1955 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Cuddy, Dettmering, Fischer, Graves, Lepetich, Markowitz, Mohr, Quan and Vayssie. Absent: Commissioners Allen and La Place.

The minutes of the previous meeting were approved and placed on file.

The City Librarian informed the Commission that the Ortega Branch Library is progressing according to schedule and a sign notating this unit has been erected on the site.

Commissioner Mohr referred to the Librarian's report of the cost of book circulation in certain designated branches and the Chair referred this matter to a special survey committee consisting of Commissioner Mohr as Chairman, assisted by Commissioners Fischer, Lepetich and Vayssie.

Commissioner Mohr referred to the Drysdale Library Survey taken in Contra Costa County and recommended that excerpts pertaining to the San Francisco Public Library be obtained for study by this special committee.

The Secretary was instructed to communicate with Mrs. Bertha Hellum, Contra Costa County Librarian, to obtain this information.

PLANNING AND DEVELOPMENT COMMITTEE

The Commission was informed that a supplemental appropriation request in the amount of \$40,000 for the purchase of certain land in the North Beach District for branch library purposes will be on the Finance Committee agenda November 9, 1955.

FINANCE, AUDIT & BUDGET COMMITTEE

Commissioner Cuddy moved and Commissioner Fischer seconded that the following resolution be adopted:

RESOLUTION #15

RESOLVED That the Western Title Insurance and Guaranty Company be paid the sum of \$126.00 for title insurance fees for the acquisition of land from the Stonestown Development Corporation for the proposed Park Merced-Stonestown Branch Library.

Unanimously approved.

Commissioner Graves moved and Commissioner Quan seconded that the Commission approve the following list of expenditures for October and estimated expenditures for November:

	Expended October 1955	Est. Expend. November 1955
Salaries	\$ 74,985.64	\$ 75,000.00
Contractual Services	858.00	400.00
Binding	13,475.00	-0-
Material & Supplies	788.60	500.00
Books & Binding Materials	7,416.06	5,000.00
Equipment	634.79	-0-
Services Other Depts.	2,490.00	-0-
Main. & Rep. Pub. Bldgs.	3,041.25	3,000.00
Elevator Inspection	30.00	30.00
Scavenger	106.08	106.08
Rep. Auto Equipment	-0-	100.00



Telephone	200.00	200.00
Window Washing	100.00	100.00
Fuel oil etc.	100.00	100.00
Compensation Insurance	75.00	75.00
Rental of Branches	1,065.00	1,065.00
Heat, Light & Power	1,900.00	1,900.00
Retirement Allowance	6,890.00	6,900.00
	<u>\$114,255.42</u>	<u>\$94,576.08</u>

Unanimously approved.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering moved and Commissioner Fischer seconded that the following resolution be approved:

RESOLUTION #16

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of October, 1955, be approved:

X-52 LIBRARY PAGE

Emil Gabriel
Norman Lyau

Melvin Norton
Michael Skelly

TEMPORARY APPOINTMENTS & RECERTIFICATIONS

T-992 X42 Librarian	Ellenjane Young	T-1004 X-42	Helen Cushman
T-997 "	Catherine Christo	T-1005 "	Stephen Negoosoo
T-998 "	Carole Paganucci	" "	Gerald Fennell
" "	Suzie Schapiro	T-1006 "	Marg't Reimann
T-999 "	Doris Schied	T-1008 "	Al Manibusan
T-1000 "	William Carney	T-1009 "	Helen Dunham
T-1001 "	James Carroll	T-1010 "	Walter Phillips
T-1002 "	Frances Thompson	T-1011 "	Diane Glover
T-1003 "	Frank Evans		
" "	George Haley		
" "	Austin, Keegan		

AND FURTHER that the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

John Coghlan
Bruce Graziani

Marilyn McCarthy

X-42 LIBRARIAN, part-time as needed

Robert Carew

Gerald King

Carole Paganucci (did not work)
Margaret Reimann (did not work)

Unanimously approved.

PUBLIC RELATIONS & PROMOTION COMMITTEE

Commissioner Mohr informed the Commission of exhibits and events which took place during October at the Main and Branch Libraries, with particular reference to the Friends of the Library meeting held Monday, October 24, 1955. Over 150 members and guests attended the meeting and reception. Dr. Lawrence Clark Powell, Librarian at U.C.L.A., was guest speaker for the evening.

Commissioner Mohr concluded her report by stating that the Trustee Day held during the C.L.A. Conference in San Jose was an outstanding success. Six members of the San Francisco Library Commission attended the Trustee luncheon and dinner.

Commissioner Mohr made reference to an eleven-page pamphlet titled "Public Library Service Standards for California" and requested the Secretary to obtain additional copies for the information of the Commission.

COMMUNICATIONS

From:

The International Institute of San Francisco requesting a small appropriation to purchase additional books in Chinese dealing with adventure and family stories to supplement the present collection in the Library Station at Telegraph Hill Neighborhood Association.

Commissioner Lepetich moved and Commissioner Quan seconded that a sum not to exceed \$100 be expended from the book appropriation to purchase additional titles of Chinese adventure and family stories to supplement the collection on hand at the Telegraph Hill Neighborhood Association.

Unanimously approved.

Paul Oppermann, Director of Planning re: Submission of Capital Improvement Program for 1956-62 in accord with charter provisions.

The Secretary informed the Commission that the forms required for this purpose have been received and all information pertaining to this matter will be submitted to the Commission for its deliberation and recommendation.

William Mooser, Architect re: Request for consideration as architect for proposed Park Merced-Stonestown Library Branch.

Inform Mr. Mooser that architect for this project had been selected at October meeting of the Commission.

Charles W. Griffith, City Architect re: Notice as to intention to advertise for bids for the installation of resilient flooring in the Reference Room of the Main Library.

Place on file.

Philip Rezos, Director of Property re: Approval of order for service or work in the amount of \$126. for title fees in connection with the purchase of land for the Park Merced-Stonestown Library.

Refer to minutes.

Philip Rezos, Director of Property re: Inquiry from Gilmore & Gilmore, Real Estate Brokers, as to possibility of acquiring a portion of Fuhrman Bequest land in Monterey County.

On motion of Commissioner Cuddy, seconded by Commissioner Fischer and unanimously approved, the following resolution was adopted:

RESOLUTION #17

RESOLVED That it is the consensus of the Library Commission that no part or parcel of Fuhrman Bequest lands in Monterey, Fresno or Kern Counties held jointly by the Library Commission and Recreation-Park Commission be disposed of by sale or otherwise at this time; and be it

FURTHER RESOLVED That the Secretary of the Library Commission so advise the Recreation-Park Commission of this expressed sentiment for its information.

Rental for Library Annex collected.

Place on file.

There being no further business, the meeting was adjourned to December 6, 1955.


Secretary



December 7, 1955

Proceedings of the regular meeting of the Library Commission held December 6, 1955 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Allen, Fischer, Graves, Lepetich, Markowitz, Mohr, Quan and Vayssie. Absent: Commissioners Cuddy, Dettmering and La Place.

The minutes of the previous meeting were approved and placed on file.

The City Librarian informed the Commission on the progress of construction of the Ortega Branch Library, and the receipt of bids for the installation of resilient flooring in the Reference Room of the Main Library.

The City Librarian informed the Commission of the customary holiday closing and on motion of Commissioner Lepetich, seconded by Commissioner Mohr and unanimously adopted, the Library Department will be closed on Saturday, December 24 and 31, 1955 at 12:00 noon and remain closed on Christmas and New Years Days and the Monday following these holidays.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Allen reported that a supplemental appropriation request in the amount of \$40,000 for the purchase of land in the North Beach District for branch library purposes was approved on December 5th by the Honorable Mayor and Board of Supervisors. He stated that the Director of Property will negotiate with the owner or owners of that certain parcel of land bounded by Columbus avenue, Lombard and Mason streets in accord with a resolution previously adopted by the Library Commission.

It was so ordered.

A discussion ensued relative to disposing of a parcel of land owned by the Library Department located on Monterey Boulevard near Foerester streets and on motion duly made and seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 18

RESOLVED That the Director of Property be informed that it is the intention of the Library Commission to declare that certain parcel of land, more particularly described as Lots 48 & 49 in Block 3115 as surplus, and be it

FURTHER RESOLVED The Director of Property proceed to dispose of this parcel of land in accord with ordinance #7970, series of 1939.

It was so ordered

LIBRARY OPERATIONS COMMITTEE

Commissioner Fischer informed the Commission of a communication received from Mr. James Leary, Supervisor of Equipment and Supplies, relative to a work order in the amount of \$200 to provide cards and services to cover the perpetual inventory of equipment in the Public Library.

On motion duly made seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 19

RESOLVED That a work order in the amount of \$200 be issued to the Tabulating and Reproduction Bureau to perform the necessary services in connection with a perpetual inventory to be kept by the Library Department in accordance with instructions from the Purchaser of Supplies and Controller.



WELFARE OF EMPLOYEES COMMITTEE

Commissioner Fischer moved and Commissioner Quan seconded that the following resolution be adopted:

RESOLUTION NO. 20

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November, 1955, be approved:

X-52 LIBRARY PAGE

James Dillon
Gloria Hutchinson

Elise King

Robert Owen
Camille Ryan

C-102 JANITRESS

Marcella Johnston

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1013	X-42 Librarian	Morgan Dowling	T-1026	Nellie Otterberg
T-1014		Mauraid Semple		Carmen Anderson
T-1015		Barbara Hyde	T-1027	Jacqueline Acree
T-1016		Monabarris Shashan		Lucille Wong
T-1018		Thsodore Gould		John Brookman
T-1019		Harold A. Brown		Carol McGuire
T-1020		Barbara Spagnoli		Helen Greely
T-1020		Maris Shannon	T-1028	Johanna Canale
T-1006		Virginia Strehl		

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

Monty Bodine
Patricia Byrns

Emil Gabriel

Gloria Hutchinson
Robert Owen

X-42 LIBRARIAN, part-time as needed

Andrew Collins

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commission that Mrs. Bertha Hellum, Librarian of Contra Costa County Library replied to the Commissioners' letter requesting the Drysdale Report and stated that when the local Board of Supervisors releases this report, she will be only too happy to transmit same to the Library Commission.

The City Librarian informed the Commission that a valuable manuscript in Latin, executed on vellum by Spanish Monks, was presented to the Public Library by Mr. Stanley S. Slotkin, President of Abbey Rents for inclusion in the rare music collection of the Public Library.

Commissioner Mohr moved and Commissioner Quan seconded that a resolution of appreciation be prepared and transmitted to Mr. Slotkin for his generosity in presenting to the Public Library this rare leaf from a Spanish Choir book or "Gradual".

It was so ordered.

FINANCE, AUDIT AND BUDGET COMMITTEE

On motion of Commissioner Graves, seconded by Commissioner Lepetich and unanimously approved, the following list of expenditures for November and estimated expenditures for December were approved:

	<u>Expended</u> <u>Novem. 1955</u>	<u>Est. Expend.</u> <u>December 1955</u>
Salaries	\$74,040.91	\$75,000.00
Contractual Services	455.68	400.00
Material and Supplies	700.00	500.00
Books etc.	8,925.19	5,000.00
Equipment	1,100.00	-0-
Membership dues	6.50	16.50
Main. & Repair Public Bldgs.	3,041.25	3,000.00
Elevator Inspection	30.00	30.00
Scavenger	106.08	106.08
Repair Auto Equipment	-0-	100.00
Telephone	200.00	200.00
Window Washing	200.00	200.00
Fuel oil etc.	339.17	100.00
Compensation Insurance	100.00	75.00
Rental of Branches	1,065.00	1,065.00
Heat, Light & Power	1,900.00	1,900.00
Retirement Allowance	<u>6,890.00</u>	<u>6,900.00</u>
	\$98,383.58	\$94,592.58

Commissioner Mohr moved and Commissioner Graves seconded that the Commission approve the list of books on economic and political subjects in the amount of \$487.35 as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Quan, seconded that the Commission approve the list of books on Latin America in the amount of \$13.50 as submitted by the Librarian, be purchased from the Pan-American Society Inc. Book Fund.

Commissioner Graves informed the Commission that a modification of the contract of Ortega branch library is necessary due to the unavailability of obtaining Satin Aluminated Aluminum Gun Metal color for sash work.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 21

RESOLVED That Modification of Contract 1517 ARCH. in the amount of \$430.50 be accepted for the Ortega Branch Library - substitution of 71S Aluminum #215 C 1 Satin Aluminated Aluminum Gun Metal to Standard finish 635 Aluminum inasmuch as this product is unavailable for three or four months.

The President requested Commissioner Mohr to assume the chair and Commissioner James F. Allen to act as Secretary pro-tem.

Commissioner Markowitz addressed the Commission as follows:

"I have been informed that our Secretary of nine years, Joseph J. Allen, has been selected by Mayor-elect, George Christopher to be his Executive Secretary. Mr. Allen has been outstanding in his services to the Commission and has been extremely loyal and courteous throughout the years and of invaluable assistance to the Commission, the Librarian and the Staff.

"I wish to recommend to the Commission that a resolution of commendation be prepared and transmitted to the Mayor-elect, complimenting him on the wisdom he displayed in selecting Joseph J. Allen as his Executive Secretary, and further to spread these remarks upon the minutes of this meeting."

It was so ordered.

Commissioner Markowitz resumed the chair and spoke of his eight years as a Library Commissioner and of the high honor and confidence placed in him by the members of the Commission in electing him for four successive terms as its president.

Commissioner Markowitz concluded his remarks by extending to his fellow Commissionere, their relatives and friends greetings during the Christmas season.

The members reeponded to the President's remarks by stating their eentiments and satisfaction as Library Commissioners and expressed deep gratification in the part they played during the past eight years of unprecedented expansion and cultural growth.

There being no further businees, the meeting was adjourned to January 12, 1956.


Joseph J. Allen, Secretary.

January 12, 1956

Proceedings of the meeting of the Library Commission held January 12, 1956 in the Commissioners' Room, Main Library.

The meeting was called to order at 10:45 a.m. by Commissioner Mohr, appointed president pro-tem.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, Hubbard, McGregor, Mohr, O'Brien, Schwabacher, Simon and Vavuris. Absent: Commissioner Moore.

The Commission appointed Frank A. Clarvoe, Jr. to the position of Secretary to the Commission.

The City Librarian informed the Commission that the budget request for the fiscal year 1956-57 was being prepared and will be available for inspection and action by the Commission at its next meeting.

Commissioner Mohr asked the Secretary to send a list of the Commissioners, their business and residence addresses and telephone numbers to each member of the Commission. Commissioner Mohr requested that the bibliography prepared by the Library staff to acquaint the new members of the Commission with the operation of the Library also be sent to each Commissioner.

There being no further business, the meeting was adjourned to January 17, 1956.



L. J. Clarke
City Librarian

January 18, 1956

Proceedings of the regular meeting of the Library Commission held Tuesday, January 17, 1956 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President pro tem Mohr presiding.

The Pledge of Allegiance to the Flag was lead by Commissioner Moore.

On roll call the following were noted present: Commissioners Fanucchi, Hubbard, McGregor, Mohr, Moore, O'Brien, Schwabacher, Simon and Vavuris. Absent: Commissioners Haynes and Wu.

The minutes of the previous meeting were approved and placed on file.

The City Librarian assumed the Chair and entertained a motion for nominations for the offices of President, First Vice-President and Second Vice-President for the coming year.

On motion duly made and seconded Commissioner Mohr's name was placed before the Commission for consideration as President. There being no other nominations, it was moved and seconded that the nominations be closed. Commissioner Mohr was unanimously elected President.

On motion duly made and seconded Commissioner Schwabacher's name was placed before the Commission for consideration as First Vice-President. There being no other nominations, it was moved and seconded that the nominations be closed. Commissioner Schwabacher was unanimously elected First Vice-President.

On motion duly made and seconded Commissioner McGregor's name was placed before the Commission for consideration as Second Vice-President. There being no other nominations, it was moved and seconded that the nominations be closed. Commissioner McGregor was unanimously elected Second Vice-President.

Commissioner Mohr assumed the Chair, thanked her fellow Commissioners for the honor of being selected as President and explained the responsibilities of Commissioners in matters pertaining to budget and policy-making activities, the duties of the Librarian and Secretary and the Commission, as well as other background information relative to the future acts of the Commission.

In order to further clarify the duties of the Commission, the City Librarian informed the Commissioners he would send each a copy of the City Charter at an early date.

Commissioner Simon remarked on the deplorable situation which exists around the Main Library building and asked what steps had been taken in the past and what action could be taken as soon as possible to prevent people from lingering around and defacing the building. He was informed that many attempts have been made to alleviate or eradicate this situation with only limited success. This is a pressing problem which will be referred to the Library Operations Committee which will be appointed within a few days.

On motion duly made, seconded and unanimously adopted, the following expenditures for December and estimated expenditures for January were approved:

	<u>Expended</u> <u>December 1955</u>	<u>Est. Expend.</u> <u>January 1956</u>
Salaries	\$ 74,359.10	\$75,000.00
Contractual Services	763.06	400.00
Binding Books, etc.	13,475.00	-
Material & Supplies	441.77	500.00
Books, etc.	11,639.10	5,000.00
Equipment	1,134.22	-
Membership dues	32.50	-
Services Other Departments	2,490.00	-
Maintenance & Repair Pub. Bdgs.	3,041.25	3,000.00
Elevator Inspection	30.00	30.00
Scavenger	106.08	106.08
Repairs to Auto Equipment	-	100.00
Telephone	200.00	200.00
Window Washing	600.00	200.00
Fuel oil, etc.	100.00	100.00
Compensation Insurance	57.90	75.00
Rental of Branches	1,065.00	1,065.00
Heat, Light & Power	2,383.59	1,900.00
Retirement Allowance	<u>6,686.23</u>	<u>6,900.00</u>
	\$118,604.80	\$94,576.08

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #22

RESOLVED That a Departmental Work Order be issued to the Real Estate Department in the amount of \$500.00 for services and expenses in connection with the acquisition of the land for the construction of the proposed North Beach Branch Library as per communication from the Real Estate Department dated December 19, 1955.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #23

RESOLVED That a Departmental Work Order in the amount of \$2,490 be issued to the Recreation-Park Department for services of gardeners in front of the Main and Branch Libraries for the period January 1 - March 31, 1956.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #24

RESOLVED That the Mayor and Board of Supervisors be requested to appropriate the sum of \$10,765.41 to provide the necessary positions of one X-20 Head Librarian, one X-40 Senior Librarian, two X-42 Librarians, one C104 Janitor, three X-42 Librarians (PT), as needed and three X-52 Library Pages (PT), as needed, to man the new Ortega Branch Library which will be completed April 1, 1956, for the period February 1, to June 30, 1956.

On motion duly made seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #25

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December, 1955, be approved:

X-52 LIBRARY PAGE

Richard Colsky
James Curran

Daniel O'Connor
Charles Sweetser

Mary Heilmann

C-104 JANITOR

Joseph Davis

Robert Owen

0166.1 JR. OPERATING ENGINEER

Robert Nolan

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1023	X-42	Librarian	Joan Varain	T-1030	X-42	Thomas Lane
T-1023	X-42	"	Elizabeth Wright	"	"	Helen Melendez
				T-1031	"	Elmore Oreesse

AND FURTHER that the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

Edgar Belcher

Gerald Sullivan
Brian Wilson

0166.1 JR. OPERATING ENGINEER

Robert Nolan

X-42 LIBRARIAN, part-time as needed

Catherine Christo

On motion duly made, seconded and unanimously approved, the list of books on economic and political subjects in the amount of \$229.41, as submitted by the Librarian, is to be purchased from the Fuhrman Fund.

The Librarian explained the provisions and background of the Fund.

Commissioner Moore suggested that the entire Commission meet informally with the Library staff at an early date. Mr. Clarke suggested two meeting times: January 24, 1956 at 10:00 a.m. and January 26, 1956 at 2:00 p.m. President Mohr informed the Commission that it had been the practice to have Library department heads explain their positions and activities at Commission meetings.

President Mohr stated that she will acquaint the Commissioners with organizations which support library activities including the very active group "Friends of the Library".

Commissioner Moore asked the Librarian about the status of the North Beach Branch Library. Mr. Clarke informed him that the site has been selected and approved and that negotiations to acquire the property are in progress.

The City Librarian introduced the important matter of the budget request for the fiscal year 1956-57, and President Mohr instructed the Secretary to read the supporting evidence and figures to clarify the reasons for requests of amounts in each budget category.

The Commission unanimously approved each section of the budget request as presented.

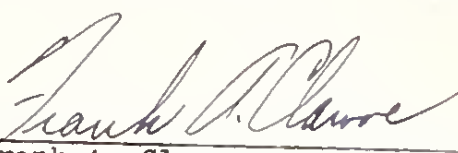
Commissioner Schwabacher suggested that charts be prepared to substantiate the figures and clarify the presentation of the budget request to the Mayor and Board of Supervisors. He further suggested that the figures on personnel for the Los Angeles Public Library be incorporated in the averages to be presented.

Commissioner Simon suggested that each Commissioner be given one or more sections of the budget request for his particular study and part in the presentation to the Mayor and Board of Supervisors.

Communication from Director of Property re: rental collection for 45 Hyde Street for November 1955. Place on file.

Mr. Clarke gave the Commission the background information on the Library's interest in the property at 45 Hyde Street and stated the question of the \$10.00 collection fee will be referred to the Library Operations Committee.

There being no further business, the meeting was adjourned to February 7, 1956.



Frank A. Clarvoe, Secretary



HONORABLE GEORGE CHRISTOPHER, MAYOR

LIBRARY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

OFFICERS

1956

President
1st Vice-President
2nd Vice-President

Mrs. J. Henry Mohr
Albert E. Schwabacher, Jr.
Campbell McGregor

STANDING COMMITTEES

PLANNING & DEVELOPMENT

Moore, Chairman
Fanucchi
Schwabacher
Simon
Wu

BUILDING CONSTRUCTION &
MAINTENANCE

Simon, Chairman
McGregor
O'Brien
Wu

LIBRARY OPERATION

Hubbard, Chairman
Haynes
Moore
Vavurie

FINANCE, AUDIT & BUDGET

Schwabacher, Chairman
Hubbard
Vavurie

WELFARE OF EMPLOYEES

O'Brien, Chairman
Fanucchi
Haynes
Simon

BOOKS & ART

McGregor, Chairman
Fanucchi
Haynes
Hubbard

PUBLIC RELATIONS

Vavurie, Chairman
McGregor
Moore
O'Brien

February 1, 1956

Proceedings of the meeting of the Planning and Development Committee of the Library Commission held Tuesday, January 31, 1956 in the Secretary's Office, Main Library.

The meeting was called to order at 1:50 p.m. by Commissioner Moore, Committee Chairman.

The following Committee members were noted present: Commissioners Fanucchi, Moore, Simon, Wu. Absent: Commissioner Schwabacher. President Mohr was also in attendance.

The City Librarian explained the function of the Committee, the accomplishments of previous Committees, and a brief account of locations which had, at one time or another, been under consideration for the proposed North Beach Branch Library.

Commissioner Simon stated that after inspection of the site presently under consideration at Columbus, Lombard and Mason Streets, he was opposed to building a library on that parcel of land and felt the price of \$60,000 was approximately \$15,000 to \$20,000 too high. He remarked that the possibility of Washington Square as a site might be pursued further.

Commissioner Fanucchi replied to Commissioner Simon that the Washington Square site had been discussed at some length by the previous Commission, residents of the North Beach area and interested community and service groups, and because of the shortage of outdoor recreation facilities in the area, any plan to withdraw ground from use for a library building there had been strongly opposed. In reply to questions by Commissioners Simon and Wu, Commissioner Fanucchi told of efforts to indoctrinate and obtain the cooperation of the groups mentioned above, which were in vain.

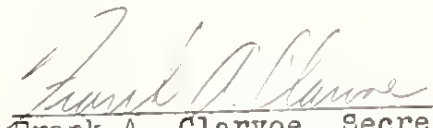
In answer to a question, Commissioner Fanucchi indicated that condemnation proceedings take quite a while, and Mr. Clarke added that the estimate of the Director of Property was approximately one and one-half years.

Commissioner Fanucchi remarked that because of the apparent lack of available sites, perhaps the one under consideration was worth \$60,000, the figure which Mr. Earl Cutting, Director of Property, apparently approved in his letter to the former Secretary May 3, 1955.

President Mohr remarked that the Commission is awaiting a letter from Mr. Philip L. Rezos, Director of Property, relative to his present feelings concerning the triangular parcel under discussion.

Chairman Moore suggested that this matter and the intentions of the Planning and Development Committee be brought before the entire Commission at its February meeting and that the Committee during the time before the March meeting study the matter thoroughly and submit its recommendations at that later time. He further suggested that the Committee hold a brief meeting following the Commission meeting on February 7, 1956.

There being no further business, the meeting was adjourned at 2:30 p.m.


Frank A. Clarvoe, Secretary

February 8, 1956

Proceedings of the regular meeting of the Library Commission held Tuesday, February 7, 1956 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. by President Mohr.

The Pledge of Allegiance to the Flag was led by Commissioner Wu.

On roll call the following were noted present: Commissioners Fanucchi, Hubbard, Mohr, Moore, Schwabacher, Simon, Vavuris and Wu. Absent: Commissioners Haynes, McGregor and O'Brien.

The minutes of the previous meeting were approved and placed on file.

The City Librarian reviewed the budget in the light of new charts which had been prepared.

President Mohr reminded the Commissioners of the suggestion which had been made at the January meeting -- the members of each standing committee to take one or more sections of the budget for study and presentation to His Honor, the Mayor and the Honorable Board of Supervisors.

Commissioner Moore suggested that one additional chart should be prepared to indicate historically how many requests for books and other materials could not be filled throughout the Library system because of budgetary limitations. The Secretary was instructed to compile the necessary figures.

Because of the anticipated discussion concerning the proposed North Beach Branch Library, the report of the Planning and Development Committee was postponed to the end of the meeting.

FINANCE, AUDIT AND BUDGET COMMITTEE

In order to staff the new Ortega Branch Library as had been suggested to the City Librarian, Commissioner Schwabacher presented the following resolution:

RESOLUTION #26

RESOLVED That an amended Supplemental Appropriation Ordinance be submitted to the Mayor and the Board of Supervisors in the amount of \$7,965.50 to provide the necessary positions of one X-20 Head Librarian, one X-40 Senior Librarian, two X-42 Librarians, the funds to be appropriated from the Compensation Reserve to Temporary Salaries and three X-42 Librarians (PT) as needed and three X-52 Library Pages (PT) as needed, to man the new Ortega Branch Library which will be completed April 1, 1956. The full-time employees to be hired from March 1, and the part-time employees from April 1, 1956.

On motion duly made by Commissioner Fanucchi, seconded by Commissioner Vavuris and unanimously approved, the above resolution was adopted.

Commissioner Schwabacher moved and Commissioner Simon seconded that the Commission approve the following list of expenditures for January:

Salaries	\$73,533.54
Contractual Services	702.40
Material & Supplies	994.95
Books etc.	10,325.52
Membership Dues	186.50
Maintenance & Repair Pub. Bldgs.	3,041.25
Elevator Inspection	30.00
Scavenger	106.08

Repairs to Automobiles	-0-
Telephone	200.00
Window Washing	100.00
Fuel Oil, etc.	100.00
Compensation Insurance	100.00
Rental of Branches	1,065.00
Heat, Light and Power	2,300.00
Retirement Allowance	6,700.00
	<u>\$99,685.24</u>

Unanimously approved.

Commissioner Schwabacher moved and Commissioner Simon seconded that the Commission approve the following estimated expenditures for February:

Salaries	\$75,000.00
Contractual Services	400.00
Material and Supplies	500.00
Books etc.	5,000.00
Maintenance & Repair Pub. Bldgs.	3,000.00
Elevator Inspection	30.00
Scavenger	106.08
Repairs to Automobiles	100.00
Telephone	200.00
Window Washing	200.00
Fuel oil, etc.	100.00
Compensation Insurance	75.00
Rental of Branches	1,065.00
Heat, Light and Power	2,300.00
Retirement Allowance	6,700.00
	<u>\$94,776.08</u>

Unanimously approved.

Commissioner Schwabacher moved and Commissioner Moore seconded that the Commission approve the list of books on economic and political subjects in the amount of \$87.16, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Commissioner Simon reported that the refurbishing of the Reference Room had been completed - the floor covering had been replaced and the walls painted. He also mentioned that the ladies' lounge, Branch and Registration Offices had been redecorated.

LIBRARY OPERATIONS COMMITTEE

Commissioner Hubbard asked that the members of this Committee meet as soon as possible after the return of Commissioner Haynes.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Commissioner O'Brien, Chairman, Fanucchi moved and Commissioner Schwabacher seconded that the following resolution be approved:

RESOLUTION #28

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January, 1956, be approved:

X-52 LIBRARY PAGE

Robert Adams
Roger Bross
Donald Harrison
David Isaac

Joseph Radensky
Mary Ronco
Michael Thompson

TEMPORARY APPOINTMENTS AND
RECERTIFICATIONS

T-1032	X-42 Librn.	Joan Brennan	T-1038	X-42	Patricia Bernard
"		Mary Fotinos	T-1039	"	Ann Sacco
"		James Reilly	T-1040	"	Maureen O'Neill
T-1033	Gen.Clk/Typ.	Doris Millett	T-1041	"	Moya Gibson
T-1035	X-42 Librn.	Janice Cosgrave	T-1042	"	Eleanor Cheney
T-1036	"	Katherine Bisio	T-1043	"	Geraldine McKanna
T-1037	"	Nina Brumback	T-1044	"	Ellen Lewis
"		Mary Cullinan	T-1046	"	Malcolm Brown
"		Martha Fowler	"		Charles Bufford
"		Abby M. Greene			Edward Wilson
"		Eunice Lee	T-1047	"	Tobin de Leon
			T-1048	"	Mary Courtney

AND FURTHER that the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

James Adams	Joseph Radensky
Frank Brady	Stephen Reuben
Richard Colsky	John Spinetta
Mary Heilmann	Peter Williams
Michael Ohleyer	

C-104 JANITOR

Joseph Davis	Robert Owen
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X-42 LIBRARIAN, part-time as needed

Katherine Bisio	Emma Morgan
Mary Cullinan	Patricia Erickson

Unanimously approved.

Commissioner Fanucchi moved and Commissioner Simon seconded that the following resolution be approved:

RESOLUTION #27

RESOLVED That the City Librarian, The Secretary, and one Commissioner be permitted to attend a Library Workshop at the State Library in Sacramento, California, March 24-29, 1956; and be it

FURTHER RESOLVED That traveling expenses incurred be paid from City funds in accord with Ordinance #4942, Series 1939, adopted by the Board of Supervisors April 15, 1948.

Unanimously approved.

BOOKS AND ART COMMITTEE

No report pending first meeting.

PUBLIC RELATIONS COMMITTEE

Miss Ann Farrell, Public Relations Coordinator for the Library reported on her activities and the need for cooperation in order to carry out a positive public relations program for the Library and the community. She mentioned specifically the coming of Library Week, the number of visitors to the Library and the Friends of the Library group.

The Commission thanked Miss Farrell for her comprehensive report.

COMMUNICATIONS

From Mr. Alan M. Pittard re: newspaper editorial of December 10, 1954 relative to inadequate facilities at the library.

Referred to Library Operations Committee.

From Mr. E. H. Hesselberg re: question of fines having been paid by him and his inability to secure a new library card until the matter is cleared.

Referred to Finance, Audit and Budget Committee.

From: Mr. Charles W. Griffith, City Architect re: Installation of plaque at the Ortega Branch Library.

Referred to President Mohr who will ascertain the course of action and the feelings of Mayor Christopher in the matter.

Commissioner Fanucchi moved and Commissioner Vavuris seconded that the plaque be installed if the Honorable Mayor approved.

Unanimously approved.

Mr. Sherman P. Duckel, Director of Public Works re: appointment of the architectural firm of Appleton and Wolfard to perform preliminary work relative to the erection of the Park Merced-Stonestown Branch Library.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Moore read a letter from Mr. Philip Rezos, Director of Property, regarding his Department's view on the worth of the site now under consideration for the proposed North Beach Branch Library. A resolution was attached to the letter which, if approved by the Commission, would mark the first step in the acquisition of the parcel of land at Columbus, Mason and Lombard Streets by eminent domain proceedings.

Because the Commission had so recently been appointed, Commissioner Moore suggested that the Planning and Development Committee be allowed to study this entire matter. To that end, an inspection of the site is to be made by the Committee on Saturday, February 11, 1956.

There being no further business, the meeting was adjourned to March 6, 1956.


Frank A. Clarvos,
Secretary

February 14, 1956

Proceedings of the meeting of the Planning and Development Committee of the Library Commission held Saturday, February 11, 1956 at the office of Commissioner Fanucchi.

The meeting was called to order at 12:35 p.m. by Commissioner Moore, Committee Chairman.

The following Committee members were noted present: Commissioners Fanucchi, Moore, Schwabacher, Simon and Wu. President Mohr and the City Librarian were also in attendance.

Chairman Moore mentioned that he and Commissioner Simon had inspected the sites which had, at one time or another, been under consideration for the proposed new North Beach Branch Library and which were listed on the sheet distributed to the Planning and Development Committee prior to the meeting of January 31, 1956.

The various locations on the list were discussed by the Committee with each member indicating his endorsement or criticism.

Because of the general opposition to the Washington Square site by North Beach groups, the Committee decided to abandon its interest in that parcel.

The North Beach playground was discussed and President Mohr indicated that when this site was previously under consideration, the Recreation-Park Department had been opposed to relinquishing a portion of the ground for a branch library. This was due in part to the fact that the Recreation-Park Department had not at that time drawn up the master plan for future development of areas under its control. Since this has now been accomplished, Commissioner Schwabacher suggested that a branch library on the S. E. corner of the playground, which would provide an indoor recreation area on the first floor, might be considered favorably by the Recreation-Park Department.

Chairman Moore asked Commissioners Schwabacher and Simon to meet with Messrs. Sutter and Funke to ascertain whether this type of facility would be of interest to and have the support of the Recreation-Park Department. Chairman Moore also asked Commissioner Fanucchi to learn what the reaction to this plan would be in the North Beach area.

The City Librarian volunteered to have a sketch prepared to show how a branch library could be placed on the parcel mentioned above to achieve the purposes intended.

Commissioner Fanucchi was appointed by Chairman Moore to explore branch library possibilities in connection with Marini Estate properties.

It was the opinion of the Committee that the warehouse and flats at 725 Greenwich adjoining Grover Place might be considered as a library site again in the future.

Commissioner Wu was asked to ascertain whether any site not previously considered might now be available for branch library purposes in this area.

There being no further business, the meeting was adjourned at 1:25 p.m. with the next Committee meeting to be held February 23, 1956 at 4:00 p.m. in the Main Library.


Frank A. Clarvoe, Jr.
Secretary

February 15, 1956

Proceedings of the meeting of the Finance, Audit and Budget Committee of the Library Commission held Tuesday, February 14, 1956 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:15 p.m. by Commissioner Schwabacher, Committee Chairman.

The following Committee members were noted present: Commissioners Hubbard, Schwabacher and Vavuris. President Mohr was also in attendance.

President Mohr briefed the Committee on the procedure and mechanics of presentation of the budget to the Honorable Mayor and Board of Supervisors.

Chairman Schwabacher asked that the Secretary duplicate the supporting data in connection with the budget to enable the Committee members to study it fully.

President Mohr requested the Secretary to make available to the Committee information on the Fuhrman and Sutro Funds and Phelan Bequest.

President Mohr suggested that in connection with the budget and particularly the amount of money requested for Maintenance and Repair of Public Buildings, the Committee members should, as soon as possible, inspect the Main Library and those branches most in need of repair and refurbishing.

There being no further business, the meeting was adjourned at 5:00 p.m.



Frank A. Clarvoe, Jr.
Secretary

March 7, 1956

Proceedings of the regular meeting of the Library Commission held Tuesday, March 6, 1956 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. by President Mohr.

The Pledge of Allegiance to the Flag was led by Commissioner Wu.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, Hubbard, McGregor, Mohr, Moore, O'Brien, Simon, Vavuris and Wu. Absent: Commissioner Schwabacher.

The minutes of the previous meeting were approved and placed on file.

The City Librarian recommended to the Commission that in the light of a letter received from the State Librarian indicating that the Library Workshop scheduled for March 24-29, 1956 would be of interest primarily to smaller libraries, the Commission rescind Resolution #27 passed at the February 7, 1956 meeting.

Commissioner Fanucchi moved and Commissioner Haynes seconded that Resolution #27 be rescinded and the Honorable Board of Supervisors be asked to rescind its action granting permission and funds to make the trip to Sacramento.

Unanimously approved.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Moore reported that progress has been made in the matter of finding a suitable site for a new North Beach Branch Library, but asked that the Committee be given additional time to cover the matter more fully. The Chair directed the Committee to pursue its actions further and to report at the April Commission meeting.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Commissioner Schwabacher, Chairman, Commissioner Vavuris presented the following resolution:

RESOLUTION #29

RESOLVED That a Departmental Work Order in the amount of \$2,490 be issued to the Recreation-Park Department for services of gardeners in front of the Main and Branch Libraries for the period April 1 - June 30, 1956.

On motion duly made, seconded and unanimously approved, the above resolution was adopted.

RESOLUTION #30

RESOLVED That in accord with Job Estimate submitted by the Recreation-Park Department, a Departmental Work Order in the amount of \$200 be issued to cover the cost of additional seed, fertilizer and garden hoe necessary to service the Main Library and Branches during the current fiscal year.

On motion duly made, seconded and unanimously approved, the above resolution was adopted.

RESOLUTION #31

RESOLVED That the Controller be requested to release the surplus existing in the Equipment appropriation \$706.67, plus the amount held for Reserve of \$404.00 for the purchase of typewriters, posture chairs, a deck and book truck now needed and not allowed in the present budget.

On motion duly made, seconded and unanimously approved, the above resolution was adopted.

On motion duly made, seconded and unanimously adopted, the following expenditures for February and estimated expenditures for March 1956 were approved:

	Expended February 1956	Est. Expend. March 1956
Salaries	\$74,032.60	\$75,000.00
Contractual Services	805.46	400.00
Material & Supplies	1,044.92	10,500.00
Books, etc.	10,693.06	10,000.00
Equipment	2,700.00	-0-
Membership dues	33.00	-0-
Services Other Departments	-0-	2,700.00
Maintenance & Repair Bldgs.	3,041.25	3,000.00
Elevator Inspection	30.00	30.00
Scavenger	106.08	106.08
Services Reproduction Bureau	50.00	-0-
Telephone	200.00	200.00
Repairs to Auto Equipment	-0-	100.00
Window Washing	575.00	200.00
Fuel oil, etc.	339.17	100.00
Dry Goods	10.56	-0-
Compensation Insurance	100.00	75.00
Rental of Branches	1,065.00	1,065.00
Heat, Light & Power	2,500.00	2,300.00
Retirement Allowance	6,700.00	6,700.00
	<u>\$104,026.10</u>	<u>\$102,476.08</u>

On motion duly made, seconded and unanimously approved, the list of books on economic and political subjects in the amount of \$58.50, as submitted by the Librarian, to be purchased from the Fuhrman Fund and that the list of books in the amount of \$82.35 be purchased from the Arabic Fund.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Commissioner Simon inquired as to why the convenience rooms in the various branch libraries were not open to the public except on an emergency basis. President Mohr and Mr. Clarke explained that with the Library's limited janitorial staff it would be impossible to maintain clean facilities at all times and that only a few complaints have been received over the years because the facilities were restricted to staff use. Mr. Clarke suggested that it might be possible to keep keys to the restrooms at the registration desks where patrons could ask for them. It was approved that this action be given a trial.

LIBRARY OPERATIONS COMMITTEE

Commissioner Hubbard reported to the Commission on the meeting of this Committee which was held February 29, 1956. The Committee recommended that the Golden Gate Valley Branch not be closed until such time as a new Pacific Heights Branch is constructed. Commissioner Fanucchi moved and Commissioner O'Brien seconded that the Honorable Mayor be advised that the Commission concurred in this action.

Unanimously approved.

Commissioner Hubbard reported on the landscaping plans for the South and West walls of the Main Library. Planting of shrubbery and installation of sprinklers were discussed. Feeling that planting might not be the best solution, Commissioner Vavuris moved and Commissioner Moore seconded that the item of \$8,600. the estimated amount to perform the work, be deleted from the budget.

Unanimously approved.

Commissioner Hubbard covered the following topics: A separate telephone exchange for the Main Library to expedite service for patrons; furniture and furnishings for Ortega Branch Library; plaque to be installed at that Branch; the bookmobile project.

President Mohr informed the Commission that the Secretary would send each Commissioner a report covering bookmobile operations in other jurisdictions.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner O'Brien moved and Commissioner Simon seconded that the following resolution be adopted:

RESOLUTION #32

RESOLVED that the following non-civil, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February, 1956, be approved:

X-52 LIBRARY PAGE

May Ann Burgess
John Grimee
Patrick Killpack
John Moore

Edward Riordan
Michael Ruane
Chase Weaver
Michael Williams

Gary Preston

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1044	X-42	Librn.	Constanza Ilacqua	T-1956	X-42	Henry Kreer
T-1049	"	"	Katherine Melia	T-1057	"	Martha Joan Buckley
T-1050	"	"	Mary Delaney	T-1058	"	John Walsh
T-1051	"	"	Margaret Gorman	T-1059	"	Mary O'Brien
	"	"	Mary Gorman		"	Doloree Dwyer
T-1052	"	"	Alice Fontenot	T-1060	B-512	Thelma Studer
T-1053	"	"	Donald Sebanc	T-1061	X-42	Leon Smith
	"	"	Dennie Hurley		"	Ellen Jane Young
T-1054	"	"	Ramon Curiel	T-1062	"	Mary Ann Roberts
T-1055	"	"	Margaret Reimann	T-1063	"	Dorothy Raab
			T-1064	C-52	Elevator Opt.	Robert Lombardo

AND FURTHER that the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

Jamee Crean
Neil Fitzpatrick
Jack Gosland
Donald Harrieon
David Johnneon
Elise King

Jack O'Sullivan
Camille Ryan
Donald Sebanc
Charlee Sweetser
Gail Toeo

C-52 ELEVATOR OPERATOR

Robert Lombardo

B-512 GEN. CLERK-TYPIST

Doris Millett

X-42 LIBRARIAN, part-time as needed

Frank Evans

Dorie Schied

Unanimously approved.

BOOKS AND ART COMMITTEE

Commissioner McGregor indicated that his Committee would appraise the books sent to the Library by the People's Republic of China to ascertain whether they could be included in the book collection.

He added that he would ascertain whether the books for Chinese teen-agers are being used fully at their present location in the Telegraph Hill Neighborhood House, and if not, consider placing them in the North Beach Branch Library.

PUBLIC RELATIONS COMMITTEE

Commissioner Vavuris informed the Commission of the February 27, 1956 meeting of the Friends of the Library and the preparations for Library Week and he showed the Commission the Proclamation for this event.

The Secretary was asked to convey the Commission's thanks to the Pacific Tel. & Tel. Company for the Library Week posters they supplied. The Librarian was requested to thank Mr. Wallace Kibbee for the fine printing of the Proclamation.

COMMUNICATIONS

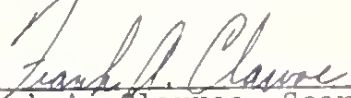
From Mrs. Charles Rosenthal re: thanks for excellent service provided her family by the McCreery Branch Library over the years.

The Secretary was requested to thank Mrs. Rosenthal for her letter.

From Mr. Philip Rezos, Director of Property, re: Collection of rental for January for 45 Hyde Street.

Placed on file.

There being no further business to come before the Commission, the meeting was adjourned to April 3, 1956.


 Frank A. Clarvos, Secretary

April 4, 1956

Proceedings of the regular meeting of the Library Commission held Tuesday, April 3, 1956 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:05 p.m. by President Mohr.

The Pledge of Allegiance to the Flag was led by Commissioner Fanucchi.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, McGregor, Mohr, Moore, O'Brien, Schwabacher, Simon. Absent: Commissioners Hubbard, Vavuris, Wu.

The minutes of the previous meeting were approved and placed on file.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore reported to the Commission that after thorough study of available sites for the proposed new North Beach Branch Library, the members of the Planning and Development Committee had unanimously approved the location at the Southeast corner of the North Beach playground. Commissioner O'Brien moved and Commissioner Schwabacher seconded that a letter signed by President Mohr be sent to the Honorable Recreation and Park Commission seeking the cooperation of that body in carrying forward this course of action and pointing out that because of the proposed design of the library building no recreation area would be withdrawn from potential use.

Unanimously approved.

At the request of Chairman Moore, the City Librarian gave a progress report on the Ortega Branch Library. Mr. Clarke presented a drawing of the building and described the furniture and equipment which has or will be ordered. Commissioner Moore moved and Commissioner Simon seconded that this progress report be approved.

Unanimously approved.

President Mohr asked Chairman Moore, the members of his Committee and Mr. Clarke to wait upon the executives of the Stoneson Development Corporation to ascertain whether an additional fifty feet of ground will be available for the proposed Parkmerced-Stonestown Branch Library. President Mohr requested that a report be rendered on this matter at the May meeting of the Commission.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher moved and Commissioner Simon seconded that the following resolution be adopted:

RESOLUTION #35

RESOLVED That Supplemental Budget Requests be submitted to His Honor the Mayor as per Controller's instructions before April 6, 1956 as enumerated below:

Wages - \$14,250 - increase of .0769% in entrance rate of X-42 Librarians from \$325 to \$350 per month due to Salary Standardization.

Fixed Charges - \$1,643 - increase in retirement contributions occasioned by Salary Standardization.

Services of Other Departments - \$1,046 - increase in the Maintenance of Grounds as per letter of March 22, 1956 from Max G. Funke, General Manager, Recreation and Park Department, due to Salary Standardization for gardeners utilized in this work.

Unanimously approved.

Chairman Schwabacher moved and Commissioner Simon seconded that the following expenditures for March and estimated expenditures for April be approved:

	<u>Expended</u> <u>March 1956</u>	<u>Est. Expend.</u> <u>April 1956</u>
Salaries	\$74,486.65	\$75,000.00
Contractual Services	508.26	400.00
Material & Supplies	1,000.00	500.00
Books etc.	6,820.09	10,000.00
Binding	-0-	11,672.00
Membership dues	55.00	-0-
Services Other Depts.	2,490.00	-0-
Main. & Repair Pub. Bldgs.	3,041.25	-0-
Elevator Inspection	30.00	30.00
Scavenger	106.08	106.08
Telephone	190.00	190.00
Repairs to Auto Equipment	-0-	100.00
Window Washing	425.00	200.00
Fuel Oil, etc.	100.00	100.00
Compensation Insurance	50.00	50.00
Rental of Branches	1,055.00	1,055.00
Heat, Light and Power	2,300.00	2,300.00
Retirement Allowance	6,700.00	6,700.00
	<u>\$99,357.33</u>	<u>\$108,403.08</u>

Unanimously approved.

Commissioner Schwabacher moved and Commissioner Simon seconded that the list of books on economic and political subjects in the amount of \$146.79, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Simon asked what was to be done to improve the lighting in the Assembly Room, Main Library. Mr. Clarke informed the Commission that \$30,000 is being requested in the 1956-57 budget to modernize the lighting in several areas of the building including the Assembly Room.

President Mohr made reference to the anticipated study of the Civic Center. This task is to be undertaken if funds are provided in the 1956-57 budget.

Commissioner Simon moved and Commissioner McGregor seconded that letters be sent to the Honorable Mayor and Chief Administrative Officer asking that the Library be included in this survey.

Unanimously approved.

LIBRARY OPERATIONS COMMITTEE

In the absence of Chairman Hubbard, Commissioner Haynes moved and Commissioner Moore seconded that the following resolution be adopted:

RESOLUTION #34

RESOLVED That pursuant to Job Estimates #185 and #186 issued by the Bureau of Building Repair in the amount of \$2,762.50 for the installation of a lawn sprinkler system at the Main Library, the amount be approved to be expended from the funds appropriated from the 1956-57 budget for Repairs to Public Buildings, appr. 6.411.995.000

Unanimously approved.

Commissioner Haynes informed the Commission that the report on Bookmobile operations, requested by President Mohr at the March meeting, had been prepared by the Secretary's Office.

Commissioner Haynes moved and Commissioner Fanucchi seconded that the following resolution be adopted:

RESOLUTION #33

RESOLVED That during the absence of Secretary Clarvoe, Mr. Harold Reich of the Secretary's Office be appointed Secretary Pro-tem in order to execute the necessary documents for the efficient operation of the Library Department.

Unanimously approved.

WELFARE OF EMPLOYEES COMMITTEE

Chairman O'Brien moved and Commissioner Simon seconded that the following resolution be adopted:

RESOLUTION #36

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March, 1956, be approved:

X-52 LIBRARY PAGE

Kenneth McKean

Lawrence B. Martinez

C-52 ELEVATOR OPERATOR

Robert Lombardo

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1065	X-42 Librn	Suzie Schapiro	T-1073	C-102 Jantra.	Estella Knowles
T-1066	"	Sheila Hogan	T-1074	X-42 Librn.	Helen Cushman
T-1067	"	Donald Miles	T-1075	"	Gerald Fennell Jr.
T-1067	"	Horton Soloneaux	T-1075	"	Stephen Negoesco
T-1068	B-210 O. Asst.	Dorothy Crick	T-1076	"	Virginia Strehl
T-1069	X-42 Librn.	William A. Carney	T-1078	"	Alvina Manabusan
T-1070	"	James Carroll	T-1079	"	Helen Dunham
T-1071	"	Frances Thompson	T-1080	"	Diane Glover
T-1072	"	George Haley			
T-1072	"	Austin P. Keegan			

AND FURTHER that the following resignations of non-civil service, Part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

Floyd Entrekin

C-52 ELEVATOR OPERATOR

Robert Buchanan

B-512 Gen. Clerk-Typist

Thelma Studer

X-42 LIBRARIAN, part-time as needed

Walter Phillips

James Reilly

BOOKS AND ART COMMITTEE

Chairman McGregor reported that in the light of his inspection of the library at the Telegraph Hill Neighborhood House, he felt the Chinese teenage book collection should be moved to the North Beach Branch Library where it would be more readily available to Chinese children.

Commissioner Schwabacher moved and Commissioner Simon seconded that a letter of appreciation be sent to Mr. Nat Schmulowitz for his continued interest in the San Francisco Public Library and for his generous contributions to the fine collection of volumes on Wit and Humor.

Unanimously approved.

By telephone poll on March 21, 1956, the Library Commission adopted the following resolution:

RESOLUTION #32

Resolved That the President of the San Francisco Public Library Commission be permitted to attend the Governor's Conference on Children and Youth to be held in Sacramento, California, April 4 and 5, 1956; and be it

Further Resolved that traveling expenses incurred be paid from City funds in accord with Ordinance #4942, Series 1939, adopted by the Board of Supervisors April 15, 1948.

In accord with the Finance Committee's directive dated May 3, 1951, the approximate cost of this trip is as follows:

Transportation (1 person)	\$ 4.00
Conference time(1 person)	20.00
	<u>\$24.00</u>

Commissioner Simon inquired as to the status of the Sutro Branch of the State Library. Mr. Clarke, reviewed the history of the Collection and its present condition. It was suggested that the State Librarian be invited to inspect the Collection to ascertain whether it could be more appropriately housed in some other location where it would be of greater use to the public.

PUBLIC RELATIONS COMMITTEE

In the absence of Chairman Vavuris, Commissioner Moore read the final report of the various activities which took place in connection with the 1956 observance of Library Week.

In connection with this event, Commissioner Moore moved and Commissioner Schwabacher seconded that a letter of appreciation be sent to Miss Anne Farrell, Chairman, and members of the Staff Publicity Committee and to all personnel of the Library for their untiring efforts.

Unanimously approved.

Commissioner Moore next presented the Public Relations Activities Report for the month of March and reminded the Commission of the next meeting of the Friends of the Library on April 23, 1956.

In the absence of Commissioner Wu, the Secretary read a special report on architectural changes and alterations to the present North Beach Branch Library. Since this branch is used almost exclusively by Chinese, the idea of making it a true Chinese branch has widespread appeal and approval. Further work on this project will be reported at the May meeting of the Commission.

In line with a suggestion from President Mohr, Commissioner O'Brien moved and Commissioner Simon seconded that His Honor, Mayor Christopher, be invited to attend the May meeting of the Commission.

Unanimously approved.

President Mohr introduced several remarks on policy and its logical formulation and implementation. A new committee to be named the Policy and Procedures Committee will be constituted at an early date. It will review existing policy, the need for additional enunciation of policy and report to the Commission from time to time on its activities. The first meeting of this Committee will take place prior to the next Commission meeting.

Commissioner Fanucchi moved and Commissioner O'Brien seconded that this Committee become Standing Committee #9 in the By-Laws of the Commission.

Unanimously approved.

For the benefit of the members of the Library Committee of the Grand Jury, Commissioner Moore presented the background information on the site selection for the new North Beach Branch Library. He informed the Committee of the reasons for his Committee's preference for the North Beach playground site over the triangular parcel bounded by Columbus, Lombard and Mason Streets. He pointed out that with the cooperation of the Park and Recreation Department a library could be built on land already owned by the City, thus saving considerable money. Additionally, Commissioner Moore emphasized that since the owners of the triangular site mentioned above were not interested in selling for the price which the Director of Property estimated it to be worth, the only way the Library could gain the property would be through condemnation proceedings. Even if successful, this course would be time consuming and costly.

COMMUNICATIONS

From His Honor, Mayor Christopher, re: Post card received from Mr. I. M. Gibbe of Gilroy, California, requesting that the Library be kept open on Sundays.

Filed.

From Mr. Philip Rezos, Director of Property, re: Collection of rental for February for 45 Hyde Street.

Placed on file.

There being no further business to come before the Commission, the meeting was adjourned to May 1, 1956.


Secretary

May 2, 1956

Proceedings of the regular meeting of the Library Commission held Tuesday, May 1, 1956 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:10 p.m. by President Mohr.

The Pledge of Allegiance to the Flag was led by Commissioner Schwabacher.

On Roll call the following were noted present: Commissioners Fanucchi, Haynes, Mohr, Moore, Schwabacher, Simon and Wu. Absent: Commissioners Hubbard, McGregor, O'Brien and Vavuris.

The minutes of the previous meeting were approved and placed on file.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore completely reviewed the work of his Committee in relation to the search for an appropriate site for the new North Beach Branch Library. He reminded the Commission of the Committee's unanimous recommendation at the April meeting that the Southeast corner of the North Beach Playground be utilized for the Branch. Chairman Moore explained that after consultation with members of the Recreation-Park Department and His Honor, Mayor Christopher, the recommendation mentioned above probably could not be carried out. The Recreation-Park Department desires to utilize the eastern end of the playground for softball diamonds which are badly needed by the youth of the North Beach area. Chairman Moore informed the Commission that two locations are still under consideration - the Southwest corner of the playground and the property at the corner of Greenwich Street and Grover Place. Two other locations have been discarded - Washington Square and the triangular piece formed by Columbus, Lombard and Mason streets.

Chairman Moore mentioned that a final decision in this matter could not be made until the Director of Property responds to the Commission's request for an evaluation of the property at Greenwich and Grover. The Library has asked that this information be sent by May 9, 1956.

Chairman Moore reported on the meeting held Thursday, April 26, 1956 with Mr. Henry Stoneson of the Stoneson Development Corporation. President Mohr and the Secretary also attended. The need for additional ground for the Parkmerced-Stonestown Branch was explained to Mr. Stoneson in an effort to enlist his interest and cooperation to the end that the Library could be landscaped to harmonize with the existing homes.

Commissioner Fanucchi moved and Commissioner Schwabacher seconded that in line with the Planning and Development Committee's feeling that a branch library is needed in the Laurel Heights area, the Director of Property be asked to hold a piece of surplus land on Euclid Avenue near Iris Avenue.

Unanimously approved.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher reviewed the following resolution which had been approved by a quorum of the Commission by telephone vote:

RESOLUTION #37

RESOLVED That modification of Contract #2-2414 (1690-Arch) dated April 2, 1956, for the construction of Ortega Branch Library, be approved in the amount of \$911.49 for all work described thereon to provide pressure reducing valve installation and main power feeder revisions, to meet City Department of Electricity requirements.

Commissioner Haynes moved and Commissioner Fanucchi seconded that the following resolution be adopted:

RESOLUTION #38

RESOLVED That a Library Commissioner and two members of the Staff be permitted to attend the annual American Library Association Conference to be held June 17-23, 1956 in Miami Beach, Florida as delegates from the San Francisco Public Library; and be it

FURTHER RESOLVED That traveling expenses be paid from City funds in accord with Ordinance 4942, Series 1939, adopted April 15, 1948.

Unanimously approved.

Commissioner Schwabacher moved and Commissioner Simon seconded that the following resolution be adopted:

RESOLUTION #39

RESOLVED That the Board of Supervisors of the City and County of San Francisco be respectfully requested to accept for and on behalf of the City and County of San Francisco and subject to administration by the San Francisco Public Library, the sum of \$50.00; and be it

FURTHER RESOLVED That said \$50.00 should be deposited with the Treasurer of the City and County of San Francisco in the San Francisco Chapter of the California Society of Certified Public Accountants Fund to be used for the purchase of books on subjects relating to accountancy.

Commissioner Fanucchi asked that, in view of the necessity for providing space for book collections such as that which could be purchased from the funds made available by certain business and professional groups, the adequacy of the present Business Branch in the Russ Building be given attention. Commissioners Schwabacher and Moore volunteered to talk with people in the financial district to ascertain whether any suitable locations are or will be available.

Commissioner Schwabacher moved and Commissioner Simon seconded that the following expenditures for April and estimated expenditures for May be approved:

	Expended <u>April 1956</u>	Est. Expend. <u>May 1956</u>
Salaries	\$74,324.26	\$75,000.00
Contractual Services	394.45	500.00
Material & Supplies	371.51	110.00
Books, etc.	7,466.78	3,200.00
Equipment	2,194.44	12,500.00
Elevator Inspection	30.00	30.00
Scavenger	106.08	106.08
Telephone	190.00	200.00
Window Washing	200.00	575.00
Fuel Oil, etc.	100.00	100.00
Compensation Insurance	100.00	100.00
Rental of Branches	1,055.00	1,055.00
Heat, Light and Power	2,300.00	2,300.00
Retirement Allowance	6,600.00	6,600.00
	<u>\$95,432.52</u>	<u>\$102,376.08</u>

Commissioner Schwabacher moved and Commissioner Simon seconded that the list of books on economic and political subjects in the amount of \$106.43, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

BUILDING, CONSTRUCTION & MAINTENANCE

At the request of Chairman Simon, the City Librarian, reported on the Library's request for a handrail on the main stairway, Main Library. Mr. Clarke recalled the number of accidents which have occurred on these stairs in the past fifteen months. Although \$7,500 requested for a bronze handrail was deleted by Mayor Christopher, Commissioner Simon moved and Commissioner Moore seconded that the Finance Committee of the Board of Supervisors be requested to reinstate in the Capital Improvement Budget the funds for this most necessary addition.

Unanimously approved.

Commissioner Moore asked about the Supplemental Budget Request for the sprinkler system along the south and west walls of the Main Library. Mr. Clarke informed the Commission that all Supplemental Budget Requests are still in the hands of His Honor, Mayor Christopher, and that the Library Department had not been informed as to the action taken.

LIBRARY OPERATIONS COMMITTEE

In the absence of Chairman Hubbard, the Secretary informed the Commission that the State Librarian would meet with the members of this Committee on May 29, 1956 at 4:30 p.m. to discuss the location and problems connected with the Sutro Branch of the State Library.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Schwabacher moved and Commissioner Moore seconded that the following resolution be adopted:

RESOLUTION #40

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of April, 1956, be approved:

X-52 LIBRARY PAGE

Diane Caster
Patrick Mahoney

Brennan Newsom
Michael Ohlseyer

Robert White

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1077 B-512 Gen. Clk-Typist Ruth McCann
T-1081 X-42 Librn Morgan Dowling T-1085 X-42 Librn Maris Shannon
T-1082 X-42 Librn Mauraide Semple T-1086 X-42 Librn Theodore Gould
T-1083 X-42 Librn Barbara Hyde T-1087 X-42 Librn Harold Brown
T-1084 X-42 Librn Monabarrrie Sheehan T-1090 X-42 Librn John Ryan
T-1085 X-42 Librn Barbara Spagnoli T-1089 B-210 O.Asst.
Dorothy DeCantillon

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

Roger Bross
Michael Deering

Richard Meriwether
Edward Riordan

C-102 JANITRESS

Estella Knowles

BOOKS AND ART COMMITTEE

In the absence of Commissioner McGregor, President Mohr informed the Commission of the exhibit of Italian Renaissance volumes from the collection of Mr. Frank DeBellis which will be in the Main Library from May 14, to June 4, 1956. She encouraged all Commissioners to view what is expected to be an outstanding exhibit.

Commissioner Moore asked about the Library's responsibility for special collections of this type. Mr. Clarke informed him that the exhibitors carry insurance to cover their valuable properties.

Chairman Fanucchi reported on the activities of the Library in connection with the recent Festival of Progress. She also mentioned the tea which was sponsored by the Staff Association to interest high school and college graduates in a library career.

It was suggested that press releases be sent out following each Commission meeting. The Secretary was directed to accomplish this with the cooperation of the City Librarian.

POLICY & PROCEDURES COMMITTEE

No report pending the first meeting of this newly-formed committee.

COMMUNICATIONS

From:

Paul Oppermann, Director of Planning re: Commission's request for inclusion in any survey of the Civic Center. The Library will be included in such a survey to be made when funds are available. FILE.

Mr. Vern Byram, Secretary Troop 135 Dad's Club, Boy Scouts re: Request for use of Library property on Monterey Blvd. for a Boy Scout circus and carnival. Approved, but Mr. Byram to be informed that the Library assumes no liability and desires property be left clean.

From:

Philip L. Rezos, Director of Property re: Oil and gas lease requested by Mr. Z. E. Phelps of Pasadena on Fuhrman Fund property in Fresno County.

Filed.

From:

Mr. Louis A. Moran, Supt. of Laguna Honda Home expressing gratitude for past contributions to their library by the Public Library.

Filed.

From: Philip L. Rezos, Director of Property re: Rent collection for March for 45 Hyde Street.

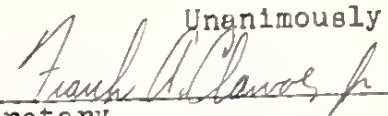
Place on file.

From: His Honor, Mayor Christopher re: Letter received from Rev. Edwards E. Elliott, 1283 Arguello Blvd., suggesting that the Main Library be converted to a Courts Building.

Filed.

There being no further business to come before the Commission, President Mohr suggested and Commissioner Fanucchi moved, seconded by Commissioner Haynes that the meeting be adjourned in respect to the memory of Mr. John Raynor Graves, a Library Commissioner from 1944 to 1956, and a great supporter of the Library and its work for many years.

Unanimously approved.


Secretary

June 8, 1956

Proceedings of the regular meeting of the San Francisco Library Commission held Thursday, June 7, 1956 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:30 p.m. by President Mohr

The Pledge of Allegiance to the Flag was led by Commissioner McGregor.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, McGregor, Mohr, Moore, O'Brien, Schwabacher, Simon, Vavuris and Wu. Absent: Commissioner Hubbard.

The minutes of the previous meeting were approved and placed on file.

Planning and development Committee

At the request of Chairman Moore, Thomas C. Bell of the Redevelopment Agency showed the plans for the redevelopment of the Diamond Heights area with particular emphasis on the projected location for a new branch library extension. This branch, close to the commercial portion of the development, would serve not only the residents of Diamond Heights but also those in Midtown Terrace and surrounding districts. The present Noe Valley Branch which is not so ideally situated would be closed upon the opening of the Diamond Heights extension.

Commissioner Fanucchi moved and Commissioner Vavuris seconded that the following resolution be adopted:

RESOLUTION #10

RESOLVED That the Library Commission agree to participate in the Diamond Heights project and that the necessary funds for land purchase be included in the 1957-58 budget request.

Unanimously approved.

Chairman Moore reported that Mr. Henry Stoneson had advised the Commission of his corporation's disinclination to donate an additional fifty feet of land for the Parkmerced-Stonestown Branch Library.

Because the Honorable Board of Supervisors cut by \$20,000 the funds requested for the building of this branch, a new contract with the architect must be drawn. Commissioner Moore moved and Commissioner Schwabacher seconded that the Commission request that plans and specifications for the branch be started as soon as the contract is redrawn.

Unanimously approved.

Chairman Moore advised the Commission that the members of the Planning and Development Committee felt that the proposed site for the new North Beach Branch Library at the corner of Greenwich Street and Grover Place was not entirely suitable.

Commissioner Moore moved and Commissioner Simon seconded that a letter containing the following resolution be forwarded to the Recreation-Park Commission:

RESOLUTION #11

RESOLVED That the cooperation of the Recreation-Park Commission be solicited so that a branch library may be erected in the southwest corner of the North Beach Playground, there being no other suitable site in the area which would permit construction in accordance with accepted library standards.

Unanimously approved.

The City Librarian indicated that the Ortega Branch would be accepted by the City and the Library Department on Monday, June 11, 1956.

Although the formal dedication may be postponed until the middle of September when school children will be able to attend the ceremony, Commissioner Haynes moved and Commissioner Schwabacher seconded that the Ortega Branch should be opened to the public as soon as possible after the installation of furniture and books.

Unanimously approved.

Mr. Clarke advised the Commission that the cost of insuring the exterior glass at both the Ortega and Marina Branches had been ascertained. After some discussion it was agreed that such insurance should not be carried at the present time.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Schwabacher moved and Commissioner Fanucchi seconded that the following resolution be adopted:

RESOLUTION #1

RESOLVED That the Controller be requested to transfer \$120.00 from any funds legally available to the credit of the Rental of Branch Libraries appropriation to cover the increase of \$10.00 per month in the rental of the Visitation Valley Branch Library from \$65.00 to \$75.00 per month for the period from July 1, 1956 to June 30, 1957.

Unanimously approved.

On motion of Commissioner Schwabacher, seconded by Commissioner Wu and unanimously approved, the following resolution was adopted:

RESOLUTION #2

RESOLVED That the Controller be requested to transfer \$53,000 from the Contractual Services appropriation to the Binding appropriation to set up funds for binding for the fiscal year 1956-57.

On motion of Commissioner Schwabacher, seconded by Commissioner O'Brien and unanimously approved, the following resolution was adopted:

RESOLUTION #3

RESOLVED That the Controller be requested to encumber \$180. from the Contractual Services appropriation to the credit of Services of Station Keepers to cover services for the fiscal year 1956-57.

On motion of Commissioner Schwabacher, seconded by Commissioner Vavuris and unanimously approved, the following resolution was adopted:

RESOLUTION #4

RESOLVED That the Controller be requested to encumber \$1,000 from the Book appropriation to cover an amount sufficient to purchase books and materials and supplies from the Purchasers' Revolving fund in amounts under \$100 as per Procurement Procedure Supplemental #20 dated February 20, 1953 issued by the Controller.

On motion of Commissioner Schwabacher, seconded by Commissioner Vavuris and unanimously approved, the following resolution was adopted:

RESOLUTION #5

RESOLVED That the Controller be requested to allot an additional \$10,000 in the Contractual Services appropriation to cover purchase of periodicals, newspapers and other services for the first half of the fiscal year 1956-57.

On motion of Commissioner Schwabacher, seconded by Commissioner Fanucchi, and unanimously approved, the following resolution was adopted:

RESOLUTION #6

RESOLVED That the Controller be requested to allot the amount of \$600 which had been appropriated for Membership Dues and which must be transferred from Fixed Charges to be expended.

Commissioner O'Brien moved and Commissioner Simon seconded that the following expenditures for May and estimated expenditures for June be approved:

	<u>Expended</u> <u>May 1956</u>	<u>Est. Expend.</u> <u>June 1956</u>
Salaries	\$74,383.89	\$75,000.00
Contractual Services	153.68	500.00
Material & Supplies	71.45	-0-
Books, etc.	1,846.41	-0-
Equipment	11,792.17	-0-
Elevator Inspection	30.00	-0-
Scavenger	106.08	106.08
Telephone	180.00	-0-
Window Washing	575.00	-0-
Fuel oil, etc.	259.44	-0-
Compensation Insurance	100.00	-0-
Rental of Branches	1,055.00	-0-
Heat, Light & Power	2,200.00	2,180.00
Retirement Allowance	6,600.00	6,600.00
	<u>\$99,363.12</u>	<u>\$84,386.08</u>

Unanimously approved.

Commissioner Schwabacher moved and Commissioner Haynes seconded that the list of books on economic and political subjects in the amount of \$233.50, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

BUILDING, CONSTRUCTION & MAINTENANCE COMMITTEE

No report.

LIBRARY OPERATIONS COMMITTEE

Commissioner Simon, who had attended the meeting with Mrs. Carma Zimmerman, State Librarian, gave a report on that meeting with particular emphasis on the suggested removal of the Sutro Branch from the San Francisco Main Library.

It was moved, seconded and unanimously approved that the following resolution be adopted:

RESOLUTION #7

WHEREAS The Sutro Branch of the California State Library is not adequately housed in the San Francisco Main Public Library; and

WHEREAS The Sutro Branch has utilized space in the Main Library rent-free since 1923; and

WHEREAS The San Francisco Public Library is in need of the space now utilized by the Sutro Branch,

NOW, THEREFORE, BE IT RESOLVED That the State Library be asked to remove the Sutro Branch from the San Francisco Main Public Library as expeditiously as possible, and that as of this date the City and County of San Francisco, is not to be considered responsible for any act which might damage the Sutro Collection; and be it

FURTHER RESOLVED That should the Sutro Branch not be removed prior to January 1, 1957, a rental to be determined by the Director of Property, City and County of San Francisco, shall be charged for housing said collection and Branch Library.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Schwabacher moved and Commissioner Moors seconded that the following resolution be adopted:

RESOLUTION #9

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of May, 1956, be approved:

X-52 LIBRARY PAGE

John Bohren	Ronald Michalek
Roger Bross	Kathleen Murphy
Dugene Brown	Gordon Phillips
Dean Evans	Jack Powers
Joseph Giannini	Bill Reilly
Gary Graziani	Roy Seiler
George Harney	James Sullivan
Neal McGettigan	Beverly Bolin

TEMPORARY APPOINTMENTS AND
RECERTIFICATIONS

T-1090-X-42 Librn	Karl Schulenberg	T-1095-X-42 Librn	Hanrietta Ash
T-1091 "	Elizabeth Wright	T-1096 "	Patricia Barnard
T-1092 "	Stanley Lee	T-1097 "	Johanna Canals
T-1093 "	Nellie Otterberg	T-1098 "	Jack Marohi
T-1094 "	Jacqueline Acree	T-1099 "	Loretta Proctor
T-1094 "	Lucille Wong	T-1099 "	Marie Shannon
T-1094 "	John Brookman	T-1100 "	Richard Winther
T-1094 "	Carol McGuire	T-1101 "	Thomas Lane
T-1094 "	Helen Greely	T-1101 "	Helen Melendaz
		T-1102 "	Oressa Elmore

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

John Bernie	Desmond Moran
Harry Bohren	Robert Quigley
William Glennon	Marshall Rezos
John Kreer	Bill Schroeder
Kenneth McKean	Stephen Young

X-42 Librarian, - part-time as needed

Henry Kreer	John Walsh
Donald Miles	Leon Smith

BOOKS AND ART COMMITTEE

Chairman McGregor referred to a letter which he had received from Mr. George Poultney citing certain inaccuracies in several books on the theatre contained in the Library collection. Mr. Clarke advised the Commission he would check on this.

Chairman McGregor remarked that the latest contribution to the Wit and Humor Collection presented by Mr. Nat Schmulowitz was quite extensive in scope and he moved and Commissioner Schwabacher seconded that Mr. Schmulowitz be sent a letter of gratitude for his continuing interest in the Collection and in the Library.

Unanimously approved.

PUBLIC RELATIONS COMMITTEE

Chairman Fanucchi reported on the public relations activities of the Library for the month of May including a report from Miss Anne Farrell, Public Relations Librarian.

Because of the great interest the exhibit has attracted, the De Bellis Collection of Books of the Italian Renaissance was extended to June 16, 1956. The publicity coverage of this exhibition was outstanding and in line with the magnificence of the Collection.

The next "Friends of the Library" meeting is to be held June 27, 1956.

POLICY & PROCEDURES COMMITTEE

No report pending first meeting.

Commissioner Fanucchi moved and Commissioner O'Brien seconded that the following resolution be adopted:

RESOLUTION #8

RESOLVED That a Library Commissioner be permitted to attend the annual American Library Association Conference to be held June 17-23, 1956 in Miami Beach, Florida as a delegate from the San Francisco Public Library; and be it

FURTHER RESOLVED That traveling expenses be paid from City funds in accord with Ordinance 4942, Series 1939, adopted April 15, 1948.

Unanimously adopted.

COMMUNICATIONS

From Northern California Chapter of the American Institute of Architects re: request for special room to be devoted to an exhibit center for church and liturgical arts.

Referred to Library Operations.

From California Spring Blossom and Wild Flower Assn: re: Thanks for permitting use of the Commissioners' Room for the organization's monthly directors' meetings.

Filed.

From Mr. Philip Rezos, Director of Property re: Rental collection for 45 Hyde Street for the month of April 1956.

Filed.

There being no further business to come before the Commission, Commissioner Moore moved and Commissioner Fanucchi seconded that the meeting be adjourned to August 7, 1956.

Adopted.

Emily A. Moore
Secretary.

JUN 7 1956

August 9, 1956

Proceedings of the regular meeting of the Library Commission held Tuesday, August 7, 1956 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. by President Mohr.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, Mohr, Moore, O'Brien and Simon. Absent: Commissioners Hubbard, McGregor, Schwabacher, Vavuris and Wu.

The minutes of the previous meeting were approved and placed on file.

Mr. Nat Schmulowitz, former Library Commissioner and generous donor of outstanding materials to the Collection of Wit and Humor, presented an extremely interesting and informative talk on his recent trip to the Far East and mentioned the difficult but rewarding task of attempting to locate works on wit and humor in the countries which he visited.

President Mohr introduced Mr. Hassan Rashad, who is from Egypt and is currently visiting a number of libraries in the United States.

Mr. Donald Kropp of the City Attorney's Office informed the Commission that in the event the Sutro Collection, which is largely housed in the basement of the Main Library, should become damaged through negligence, the City and County could be held liable. He also made clear that the Library may not charge the State rent for the quarters it occupies nor may it insure the Collection against damage since it is not San Francisco property.

Mr. Kropp suggested that the Department of Public Works be asked to make a thorough inspection of the basement area so that in the event of damage to the Sutro Collection, negligence could not be charged.

The City Librarian will confer with Mr. Kropp and Mr. Harry Ross, the Controller, in an effort to eliminate the chance that the Library Commission or Library staff might be held responsible either for damage to the Sutro Collection or for any other cause.

Mr. Clarke informed the Commission that the Ortega Branch will open August 20, 1956 although all of the furnishings will not be in place by that date. He suggested that the formal dedication take place in September after the schools are in session so that the children may take part in the ceremonies.

Mr. Clarke advised the Commission that the Business Branch will close in the Russ Building on August 31, 1956 and open in newly renovated quarters at 68 Post Street on or about September 24, 1956.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore informed the Commission that because of the report prepared by the Recreation-Park Commission and the letter from His Honor, Mayor Christopher, both suggesting the proposed new North Beach Branch be located on a site other than the North Beach Playground, the Committee recommended that the Director of Property be requested to start negotiations to obtain the building at 1640 Stockton Street.

The triangular piece bounded by Columbus, Mason and Lombard streets which the Recreation-Park Commission suggested as a possible library location, is too small without closing Mason Street and using the present street area for additional building space. Mr. C. J. Geertz, Assistant City Engineer, informed the Recreation-Park Commission that it would be extremely difficult and costly to close Mason Street. He also pointed out that since it is a direct route between Nob Hill and Fisherman's Wharf, the street closing would undoubtedly be opposed by restaurant owners in the latter area. Mr. Geertz's remarks were not incorporated in the Recreation-Park report.

Chairman Moore informed the Commission of the advantages of the Stockton Street location including close proximity to the center of the North Beach district, probable lower building costs and the possibility of converting the library for other purposes should the character of the area change from what it now or will be in the near future.

Chairman Moore moved and Commissioner Simon seconded that the following resolution be adopted:

RESOLUTION #12

RESOLVED That the Director of Property be advised of the Library Commission's interest in that real property located at 1640 Stockton Street, which has been evaluated at \$47,500 by him, and which is presently occupied by a branch of the United States Post Office, as a site for the proposed North Beach Branch Library; and be it

FURTHER RESOLVED That the Director of Property be requested to commence negotiations for said parcel and prepare the necessary resolution authorizing proceedings in eminent domain to acquire the same.
Unanimously approved.

Mr. Harry Wolfard of the architectural firm of Appleton and Wolfard presented preliminary sketches of the Merced Branch Library, to be located at the corner of 19th Avenue and Winston Way. Chairman Moore moved and Commissioner Simon seconded that Mr. Wolfard be directed to proceed with the working plans for the Branch and that His Honor, Mayor Christopher, be kept informed as to the progress of this new extension.
Unanimously approved.

FINANCE, AUDIT AND BUDGET COMMITTEE

On motion of Commissioner O'Brien seconded by Commissioner Fanucchi and unanimously approved, the following resolution was adopted:

RESOLUTION #10

RESOLVED That a supplemental appropriation be submitted to the Mayor and Board of Supervisors transferring \$1,487.80 from the Compensation Reserve to the credit of Temporary Salaries, reimbursing funds expended for salaries of staff for the Ortega Branch Library for July 1956.

On motion of Commissioner Moore, seconded by Commissioner O'Brien, the following resolution was unanimously adopted:

RESOLUTION #11

RESOLVED That the Library Commission concur in the recommendation of the Director of Public Works to issue a Service Order in the amount of \$1,700 in favor of the architectural firm of Appleton & Wolfard to prepare preliminary plans and sketches for the proposed North Beach Branch Library.

Commissioner Fanucchi moved and Commissioner O'Brien seconded that the list of books on economic and political subjects in the amount of \$2,304.66 be purchased from the Fuhrman Bequest Fund, and books in the amount of \$121.06 be purchased from the Sutro Fund.
Unanimously adopted.

On motion of Commissioner Moore, seconded by Commissioner Fanucchi and unanimously approved, the following resolution was adopted.

RESOLUTION #13

RESOLVED That the Library Commission waive the present rule on the time limitation of refunds for the expired Library Deposit Card #2113 and direct the Controller to issue a warrant in the amount of \$5.00 to Pauline E. Thompson, 2695 - 43rd Avenue, San Francisco.



In the absence of Chairman Schwabacher, the Secretary presented the list of expenditures for July and proposed expenditures for August. Commissioner Moore moved and Commissioner Fanucchi seconded that the following expenditures be approved:

	<u>Expended July 1956</u>	<u>Est. Expend. August 1956</u>
Salaries	\$69,175.72	\$65,000.00
Contractual Services	4,996.68	500.00
Binding	13,475.00	-0-
Material & Supplies	4,884.57	200.00
Books, etc.	34,281.71	5,000.00
Equipment	390.37	500.00
Membership dues	30.50	100.00
Main. & Repair of Public Bldgs.	3,800.00	3,800.00
Services Other Departments	2,746.00	-0-
Repair Auto Equipment	100.00	150.00
Services Reproduction Bureau	20.00	20.00
Scavenger	114.08	114.08
Telephone	400.00	200.00
Window Washing	996.41	205.50
Fuel Oil, etc.	475.32	100.00
Dry Goods	25.00	-0-
Compensation Insurance	100.00	100.00
Rental of Branches	2,120.00	1,060.00
Heat, Light & Power	2,000.00	2,000.00
Retirement Allowance	<u>7,300.00</u>	<u>7,300.00</u>
	\$147,431.36	\$86,349.58

Unanimously approved.

LIBRARY OPERATIONS COMMITTEE

Commissioner Simon moved and Commissioner Moore seconded that the Library purchase the Gerstenslager "Pioneer" model bookmobile which was recently on display at the Main Library.

Unanimously approved.

Commissioner Moore moved and Commissioner Simon seconded that the Honorable Art Commission be informed that the Library Commission approved the proposal to select a suitable work of art for the embellishment of the east wall to the left of the fireplace in the Marina Branch Library. Said work of art to be selected in connection with the Annual Art Festival and in conformity with the procedures set forth in the "Circular of Information" dated August 1, 1956 and published by the Honorable Art Commission.

Unanimously approved.

The question of the establishment of an exhibit center as suggested by representatives of the American Institute of Architects and which has been supported by His Honor, Mayor Christopher, is under consideration by this Committee.

It was suggested that Mr. Mario Ciampi of the A.I.A. be asked to forward his organization's proposals concerning space needed, the number of City departments which might participate and a plan for financing such a study room or center, and that Mayor Christopher be advised as to progress.

It was so ordered.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner O'Brien moved and Commissioner Fanucchi seconded that the following resolution be adopted:

RESOLUTION #14

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of June, 1956.

X-52 LIBRARY PAGE

George Adams
Dale Albert
Edward Allen

Marilyn Duggan
Donald Fest
Edward Finn

Susan Mifsud Wallace Seaton
Robin Lenn Milton Schroeder
Louis Manrique Jr. Frank Smith

William Allen	Rosaleen Fitzpatrick	Merle Langeton	Nathan Tom
Daniel Banchemo	Mary Heilmann	Gerald O'Connell	Paul Wateon
Cyril Burghelli	Chaya Janfoeky	Patrick O'Shea	Albert Welchert
John Coughlan	Michael Jensen	Tom Pendergaet	
Kathleen Courtney	James Johnneon	Helen Petereon	
Larry De Merritt	Richard Kirby	Janet Perry	

B-210 OFFICE ASSISTANT (p/t)

Betty Bone

TEMPORARY APPOINTMENTS & RECERTIFICATIONS

T-1103	X-40	Sr. Librn	Louise Gallagher	T-1116	X-42	Lib.	Myrtle Heetdalen
T-1105	X-42	Librn.	Joan Brennan	T-1118	"		Ellen Lewis
T-1105	"		Mary Fotinoe	T-1119	"		Eleanor Chaney
T-1106	"		Janice Coegrove	T-1120	"		Mary Moore (OA)
T-1108	X-40	Sr. Librn	Marjorie Deaner	T-1120	"		Dolores Tompkins
T-1109	X-42	Librn.	Harriett Smith(FT)	T-1121	Cl04	Jan.	Charles Snell
T-1109	"		Marie Shannon(FT)	T-1122	X-42	Lib.	Clemont Crewe
T-1110	X-40	Sr. Librn	Jane Ferdon	T-1122	"		Frank Evans
T-1111	X-42	Librn.	Ralph Brady (FT)	T-1123	"		Geraldine McKanna
T-1112	"		Moya Gibeon (FT)	T-1124	"		Charlee Bufford
T-1113	"		Martha Fowler	T-1124	"		Edward Wileon
T-1113	"		Nina Brumback	T-1124	"		Malcolm Brown
T-1113	"		Abey Greene	T-1127	"		Joan Seaton(OA)
T-1114	"		Ann Sacco	T-1127	"		Mary Moore (OA)
T-1115	"		Maureen O'Neill	T-1127	"		Joan Greely(OA)
T-1116	"		Alice Fontenot	T-1138	"		Henrietta Ash(OA)
				T-1138	"		Robert Lynch(OA)

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

George Adams	Jamee Fitzpatrick	Brennan Neweon	Robert White
Kenneth Bley	Joan Greely	Michael Ohleyer	
Beverly Bolin	David Isaac	Michael Petereon	
Ralph Brady	Norman Lyau	Gordon Phillipe	
Roger Bross	Robert Lynch	Michael Ruane	
Eugene Brown	Robert Maloney	Beverly Scharetg	
Stephen Evans	Lawrence Martinez	Milton Schroeder	

B-210 OFFICE ASSISTANT (p/t)

Betty Bone

B-210 OFFICE ASSISTANT

Dorothy Crick

X-42 LIBRARIAN - (PART-TIME AS NEEDED)

Tobin DeLeon	Costanza Ilacqua	Suzie Schapiro
Morgan Dowling	Peter Keegan	Karl Schulenburg
Marie Gorman	Stanley Lee	
Margaret Gorman	Stephen Negoeeco	

PUBLIC RELATIONS COMMITTEE

Chairman Fanucchi reported on the public relations activities of the Library for the months of June and July, including a report from Mies Anne Farrell, Public Relations Librarian.

President Mohr announced that she had just received notification that the Junior Chamber of Commerce had decided to make "Operation Library" a national Jaycee project and she mentioned that the Secretary had contacted Mr. Martin B. Pray, Executive Manager of the San Francisco Junior Chamber of Commerce, in an effort to launch a local program.

The City Librarian was requested to contact the State Attorney General to solicit his opinion as to the propriety of including the books from Red China in the Library's collection.

COMMUNICATIONS

From His Honor, Mayor George Christopher re: Request addressed to all departments and Commissions asking that all leaves of absence be approved in advance of the commencement date of the leave.

File.

From His Honor, Mayor George Christopher re: Request for progress reports on capital improvement projects for which funds have been appropriated.

Answer giving progress on North Beach and Merced Branch extensions.

From Mr. Vern Byram re: Thanking the Library Commission for allowing the use of the vacant lot at 609 Montsrey Boulevard for a Boy Scout Circus and Carnival.

File.

From Mr. George C. Quesada re: Request for consideration to serve as the architect for future Library branches. Mr. Quesada to be advised that the Chief Administrative Officer controls the selection of architects for City projects.

From Mr. Donn Emmons of Wurster, Bernardi and Emmons re: Request for consideration to serve as the architect for future Library Branches. Mr. Emmons to be answered as above.

From Mr. Thomas G. Miller, Secretary, City Planning Commission re: Request for the services of a librarian to survey the City Planning library in order to obtain an estimate of the time and personnel necessary to properly organize same. Mr. Miller to be advised that the Library will cooperate on a service basis provided that the survey takes no longer than two working days.

From Mr. S. Lansing re: Offer of the use of his store to house a branch library.

Acknowledge and file.

From Mr. David K. Watkins re: Request to rent a room at the Main Library for a series of lectures. Mr. Watkins to be advised that no space can be made available at the present time.

From Recording for the Blind, Inc. re: request for space in either the Main Library or one of the branches, to set up a Recording for the Blind unit.

Acknowledge and refer to Library Operations Committee.

From Mr. Philip L. Rezos, Director of Property re: Rental collections for 45 Hyde Street for the months of May and June 1956.

There being no further business, the meeting was adjourned to September 18, 1956.


Frank A. Clarvoe, Jr. Secretary

The City Librarian was requested to contact the State Attorney General to solicit his opinion as to the propriety of including the books from Red China in the Library's collection.

COMMUNICATIONS

From His Honor, Mayor George Christopher re: Request addressed to all departments and Commissions asking that all leaves of absence be approved in advance of the commencement date of the leave.

File.

From His Honor, Mayor George Christopher re: Request for progress reports on capital improvement projects for which funds have been appropriated.

Answer giving progress on North Beach and Merced Branch extensions.

From Mr. Vern Byram re: Thanking the Library Commission for allowing the use of the vacant lot at 609 Monterey Boulevard for a Boy Scout Circus and Carnival.

File.

From Mr. George C. Quesada re: Request for consideration to serve as the architect for future Library branches. Mr. Quesada to be advised that the Chief Administrative Officer controls the selection of architects for City projects.

From Mr. Donn Emmons of Wurster, Bernardi and Emmons re: Request for consideration to serve as the architect for future Library Branches. Mr. Emmons to be answered as above.

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From Mr. S. Lansing re: Offer of the use of his store to house a branch library.

Acknowledge and file.

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Acknowledge and refer to Library Operations Committee.

From Mr. Philip L. Rezos, Director of Property re: Rental collections for 45 Hyde Street for the months of May and June 1956.

There being no further business, the meeting was adjourned to September 18, 1956.


Frank A. Clarvoe, Jr. Secretary

September 20, 1956

Proceedings of the regular meeting of the Library Commission held Tuesday, September 18, 1956 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. by President Mohr. She welcomed Commissioner Rene Vayssie to the Commission and mentioned his outstanding efforts on behalf of the Library while serving from January 1953 to January 1956.

On roll call the following were noted present: Commissioners Haynes, Mohr, Moore, O'Brien, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners Fanucchi, McGregor and Schwabacher.

The minutes of the previous meeting were approved and placed on file.

The City Librarian reported that the response of patrons to the Ortega Branch Library which was opened to the public August 20, 1956, had been extremely gratifying. The circulation was much higher than anticipated with over 8,200 volumes circulated during the first two weeks of operation. Mr. Clarke remarked that the circulation should continue to increase now that the school term has commenced.

Mr. Clarke informed the Commission that His Honor, Mayor Christopher, will be able to attend the formal dedicatory ceremonies for this Branch scheduled to be held at 3:30 p.m., Wednesday, October 3, 1956.

Commissioner Simon and Mr. Clarke outlined to the Commission their conversation with Mr. Theodore A. Westphal, Jr., Chief Assistant Attorney General, in regard to the disposition of the Sutro Branch of the State Library. Mr. Westphal was told that the Commission felt the City and County of San Francisco faced the prospect of being held liable in the event of damage to the valuable Sutro Collection. Commissioner Simon moved and Commissioner O'Brien seconded that another letter be addressed to the State Librarian informing her that the Commission wished the Collection moved as expeditiously as possible and that in the mean time it disclaims and denies any liability in connection with any damage that may result from the present inadequate housing of the Collection.

Unanimously approved.

Mr. Clarke reported that the books which were received by the Library some time ago from the National Library of Peking, China had been inspected by Mr. R. E. Combs, Chief Counsel of the Senate Fact-Finding Committee on Un-American Activities. Mr. Combs found some of the volumes to be very subversive in character. The disposition of the books and pamphlets will be made following a full report from Mr. Combs.

Mr. Clarke announced that the bookmobile arrived and is being tried out in various areas of the City to check on performance, maneuverability and general characteristics. It is anticipated that the vehicle will be appropriate for the needs of the Library and the request for purchase order will be forwarded next week.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore reported that the Director of Property had called Mr. Clarke to inform him that although the Post Office had not planned to move its North Beach Station from the Building at 1640 Stockton Street, it would do so if the Library Commission desired the premises for a branch location. The Director of Property was asked to proceed with negotiations to acquire the parcel at the earliest possible date.

Chairman Moore moved and Commissioner O'Brien seconded that the four major daily newspapers be sent a press release embodying the reasons for the Commission's desire to establish the proposed new North Beach Branch Library at the 1640 Stockton Street location.

Unanimously approved.

Chairman Moore moved and Commissioner O'Brien seconded that the revised preliminary drawings of the Merced Branch Library be approved and the architect directed to proceed with the working drawings but the \$5,000 set up for inspection fees for construction be disapproved.

Unanimously adopted.

The opening of the relocated Business Branch at 68 Post Street was announced by Chairman Moore for the first part of October as soon as renovations on the property are completed.

On motion of Chairman Moore seconded by Commissioner Simon and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 16

RESOLVED That as the redevelopment plan for the present Produce area is formulated, the Redevelopment Agency of the City and County of San Francisco consider the possibility of the establishment of a branch library in that area.

It was suggested that copies of the above resolution be sent not only to the Redevelopment Agency, but also to His Honor, Mayor Christopher and the Department of City Planning.

It was so ordered.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Vavuris, in the absence of Chairman Schwabacher, moved and Commissioner O'Brien seconded that the following expenditures for August and estimated expenditures for September be approved:

	<u>Expended</u> <u>August 1956</u>	<u>Est. Expend.</u> <u>September 1956</u>
Salaries	\$88,223.70	\$80,000.00
Contractual Services	401.24	500.00
Binding	-0-	13,475.00
Material & Supplies	430.08	200.00
Books etc.	9,933.43	10,000.00
Equipment	-0-	1,400.00
Membership dues	-0-	100.00
Main. & Repair Bldgs.	3,800.00	3,800.00
Services Other Depts.	-0-	2,746.00
Repair Auto Equipment	100.00	150.00
Services Rep. Bureau	-0-	20.00
Scavenger	114.08	114.08
Telephone	188.00	200.00
Window Washing	205.50	205.50
Fuel oil etc.	100.00	100.00
Compensation Ins.	100.00	100.00
Rental of Branches	2,130.00	1,065.00
Heat, Light & Power	2,000.00	2,000.00
Retirement All.	<u>7,300.00</u>	<u>7,300.00</u>
	\$115,026.03	\$123,475.58

Unanimously approved.

Commissioner Vavuris moved and Commissioner O'Brien seconded that the list of books on economic and political subjects in the amount of \$289.13, as submitted by the Librarian, be purchased from the Furhman Bequest Fund.

Unanimously adopted.



BUILDING, CONSTRUCTION & MAINTENANCE COMMITTEE

Chairman Simon asked the City Librarian how soon the Glen Park Branch could be closed following the full utilization of the bookmobile. Mr. Clarke informed the Commission that the lease for this branch would terminate December 31, 1956 and that by that date the bookmobile would be in full operation enabling the closing of the Branch.

Chairman Simon mentioned that a supplemental appropriation had been passed to provide funds for safety handrails in the City Hall. He inquired whether the Library Commission could make a request for similar safety devices. Mr. Clarke advised the Commission that a survey is presently in progress to determine all of the Library's needs in this regard. President Mohr mentioned that several law suits had been filed in the past because of falls on stairs of the Library.

Chairman Simon moved and Commissioner Haynes seconded that a supplemental budget request be submitted to the Honorable Board of Supervisors to secure funds to install necessary safety handrails or other safety devices providing that the cost for this work as determined by the survey would not be in excess of \$20,000.

Unanimously adopted.

LIBRARY OPERATIONS COMMITTEE

Commissioner Vavuris reported that the Northern California Chapter of the A.I.A. had not as yet forwarded the findings and suggestions made at that organization's meeting of September 14, 1956 in regard to the proposal to establish a civic exhibit center in the Main Library. Mr. Vavuris suggested that further action by the Committee and the Commission be delayed until this report is received.

It was so ordered.

WELFARE OF EMPLOYEES COMMITTEE

On motion of Chairman O'Brien seconded by Commissioner Haynes and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 15

RESOLVED That a Library Commissioner and two members of the Library Staff be permitted to attend the 58th Annual Conference of the California Library Association to be held October 30 to November 3, 1956 at San Diego, California, as delegates from the San Francisco Public Library; and be it

FURTHER RESOLVED That traveling expenses be paid from City funds in accord with Ordinance 4942, Series 1939, adopted April 15, 1948. In accord with the Finance Committee's directive dated May 31, 1951, the approximated cost of this trip is as follows:

Transportation (3 persons) @ 60.28	\$180.84
Conference time (for 3)	<u>300.00</u>
	\$480.84

Chairman O'Brien moved and Commissioner Haynes seconded that the following resolution be adopted:

RESOLUTION NO. 17

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of July, 1956, be approved:

X-52 LIBRARY PAGE

Francis Brann	John Daley	Michael Fox	Michael Newman
Richard Colsky	Samuel Dederian	Gerald Glueck	Camille Ryan
Jack Conroy	Phyllis Engler	William Mulcahy	James Sheehy

B-210 OFFICE ASSISTANT (p/t)

Jane Lehner

B-222 GENERAL CLERK (p/t)

William Sippel

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1077 Gen Clerk/Typ	Doris Millett	T-1140 X-42 Librarian
T-1126 X-42 Librn	Frank Evans (FT)	Betty Bone (OA)
T-1127 " "	Bertram Schaffer	Wilton Nitsch (OA)
T-1128 " "	Mary Courtney	Clara Martino (OA)
T-1129 " "	Katherine Melia	Adele Lampos (OA)
T-1130 " "	Mary Delaney	Regina Menudri(OA)
T-1131 " "	Margaret Reimann	Tobin DeLeon
T-1132 " "	Donald Sebanc	Vernon Smith
T-1133 " "	Dennis Hurley	T-1141 " John Wong (OA)
T-1134 " "	Ramon Curiel	Regina Menudri(OA)
T-1135 " "	Martha Joan Buckley	T-1142 " Rob't. Maloney(OA)
T-1136 " "	Mary O'Brien	Terry Carr (OA)
T-1136 " "	Dolores Dwyer	Milton Nitsch (OA)
T-1137 X-20 Head Libr	Versa Cullen	T-1144 B210 Off Ass't.
T-1139 C-104 Janitor	Robert Maloney(OA)	Dorothy DeCantillon
T-1139 " "	Steve Romero	T-1145 X-42 Librarian
T-1140 X-42 Librn	Thelma Cuneo (OA)	Robert Michalske (OA)
		Joan Greely (OA)
T-1147 X-42 Librn	Ellen Jane Young	
T-1148 " "	Mary Ann Roberts	
T-1149 " "	Dorothy Raab	
T-1150 " "	William Carney	
T-1151 " "	James Carroll	

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

Matthew Carberry	James Comisky	Joseph Giannini	Robert Michalske
Terry Carr	Neal Dineen	Mary Heilmann	William Moore
Robert K. Childs	Deirdre Doyle	Lawrence Marvier	John O'Driscoll
	Janet Perry	Nathan Tom	

B-222 GENERAL CLERK (p/t)

John McBride
Robert Loshuertos

and further that the following resignations of non-civil service, part-time and temporary employees be accepted:

C-104 JANITOR

Steve Romero

B-512 CLERK-TYPIST

Ruth McCann

X-42 LIBRARIAN (PART-TIME AS NEEDED)

Barbara Hyde
Horton Scioneaux

Mauraid Semple
Dolores Dwyer

PUBLIC RELATIONS COMMITTEE

In the absence of Chairman Fanucchi, Commissioner Moore reported on the public relations activities of the Library during the period since the August meeting, including a report from Miss Anne Farrell, Public Relations Librarian.

Commissioner Moore asked that the Commission thank Miss Farrell for her comprehensive report and particularly for her arrangement of the outstanding exhibit in connection with Lowell High School's Centennial celebration.

It was so ordered.

POLICY AND PROCEDURE COMMITTEE

Chairman Vavuris announced that a meeting of this Committee will be held within the next two or three weeks.

President Mohr suggested that a letter of appreciation be sent to Commissioner Hubbard, who resigned on September 1, 1956, thanking him for his service on the Commission and expressing the hope that he will soon be restored to full activity.

It was so ordered.

COMMUNICATIONS

From Mrs. Susan Markeon re: her gratitude for the new Ortega Branch Library and the splendid service it is providing.

To be answered by President Mohr with an invitation to Mrs. Markson and her family to attend the dedicatory ceremonies for the Branch.

From Mr. Paul Fong, Jr. re: closing Greenwich Street to provide space for building the new North Beach Branch Library.

Mr. Fong to be informed that the Commission has a site which it is presently attempting to purchase.

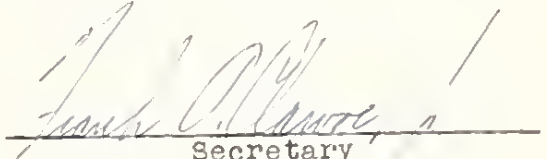
From the Department of Public Works re: a survey team to be set up to ascertain which public buildings, including the Main and Branch Libraries, are in need of repair, to establish a priority system for the jobs to be done. File.

From Mr. Philip Rezos, Director of Property re: rental collection for 45 Hyde Street for July and August. File.

From Mr. Martin B. Pray, Executive Manager of the San Francisco Junior Chamber of Commerce re: interest of the Junior Chamber in "Operation Library".

Mr. Pray to contact the Secretary when more information is received from the U. S. Junior Chamber of Commerce. File.

There being no further business, the meeting was adjourned to October 9, 1956.


Secretary

October 10, 1956

Proceedings of the regular meeting of the Library Commission held Tuesday, October 9, 1956 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:05 p.m. by President Mohr.

On roll call the following were noted present: Commissioners Fanucchi, Mohr, Moore, Schwabacher, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners Haynes, McGregor and O'Brien.

Commissioner Schwabacher moved and Commissioner Vavuris seconded that the minutes of the previous meeting be approved and placed on file. There being no objection, it was so ordered.

Mr. Clarke reported that most of the furniture still on order for the Ortega Branch would be delivered Monday, October 15, 1956. He informed the Commission that the revocations at 68 Post Street are virtually completed and the steel shelving will be installed within the next two or three weeks.

The City Librarian mentioned that to date he had not received an opinion from the City Attorney in regard to the Commission's liability in the event of damage to the Sutro Collection. Mr. Clarke also stated that he had hoped to have Mr. Carlo S. Morbio, Sutro heir, in attendance at the meeting, but that Mr. Morbio will will in the hospital.

Mr. Clarke informed the Commission that the preliminary sketches and floor plan of the Merced Branch had been shown to meetings of the West of Twin Peaks Council and the Lakeside Improvement Club and both organizations had heartily approved of the proposed design.

Referring to a recent accident which occurred on the lobby staircase at the Main Library, the Librarian recounted some forty such mishaps have been reported in the last three to four years. Several of the accidents have resulted in suits against the City. Commissioner Vavuris asked if better lighting or signing could be provided. Commissioner Schwabacher suggested painting the stairs contrasting colors. President Mohr referred the matter to the Building, Construction and Maintenance Committee for study and early action.

Mr. Clarke informed the Commission that Miss Dorothy Hult had been selected to attend the California Library Association Conference in San Diego October 30 to November 2, 1956. Miss Hult is Head Librarian at Mission Branch. Commissioner Vavuris moved and Commissioner Schwabacher seconded that President Mohr represent the Commissioner at the Conference.

Unanimously adopted.

The Librarian reported that Mr. R. E. Combs, Chief Consul of the Senate Fact-Finding Committee on Un-American Activities, had submitted a lengthy report which listed as subversive, twenty-five of the magazines and books forwarded to the Library by the National Library of Peking, China.

Commissioner Schwabacher moved, seconded by Commissioner Simon, that a letter be addressed to the U. S. Attorney General, with a copy to the Federal Bureau of Investigation, asking for advice on the final disposition of the volumes in question. There being no objection, it was so ordered.

Mr. Clarke mentioned that a request had been received from the Public Welfare Department to establish a small library primarily of technical and handicraft books for the men in residence at the Hassler Health Home, Redwood City. The proposal made clear that such a library would be maintained by the Welfare Department at no cost to the Library Department and that the books would remain as a part of the Library's general collection.

Commissioner Fanucchi moved and Commissioner Vavuris seconded that the request be granted.

It was so ordered.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore read two letters, one from the Italian Federation of California, Inc., and one from Supervisor Ertola, opposing the Commission's choice of the property at 1640 Stockton Street as a site for the proposed North Beach Branch Library.

The Committee will attend the Board of Supervisors Finance Committee hearing on October 17, 1956 when the question of authorizing proceedings in eminent domain to secure the above site will be heard.

The Planning and Development Committee again questioned the inspection costs for the new Merced Branch Library. The Librarian was instructed to send a letter to the City Architect requesting a breakdown of the 40% overhead figure in connection with this cost. The Finance, Audit and Budget Committee will study the proposed costs as well as former Commissioner Fitzgerald Ames' opinion in regard to the Library Commission's role in handling funds for building, maintenance and repair.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Schwabacher moved and Commissioner Simon seconded that the following expenditures for September and estimated expenditures for October be approved:

	<u>Expended September 1956</u>	<u>Est. Expend. October 1956</u>
Salaries	\$84,086.91	\$80,000.00
Contractual Services	500.00	500.00
Binding	13,475.00	-0-
Material and Supplies	500.00	500.00
Books, etc.	10,000.00	10,000.00
Equipment	2,000.00	-0-
Membership dues	10.00	20.00
Maintenance & Rep. Bldgs.	3,800.00	3,800.00
Services Other Depts.	2,746.00	-0-
Repair Auto Equipment	100.00	150.00
Services Reproduction Bureau	-0-	20.00
Scavenger	114.08	114.08
Telephone	188.00	200.00
Window Washing	205.50	205.50
Fuel oil etc.	100.00	100.00
Compensation Insurance	60.95	60.95
Branch Rental	1,065.00	1,065.00
Heat, Light and Power	2,000.00	2,000.00
Retirement Allowance	7,300.00	7,300.00
	<u>\$128,251.44</u>	<u>\$106,074.58</u>

LIBRARY OPERATIONS COMMITTEE

Chairman Vayssie moved and Commissioner Schwabacher seconded that a recommendation be forwarded to the Judiciary Committee of the Honorable Board of Supervisors proposing an amendment to Section 142 of the City Charter which would allow an increase up to 50% of the full-time scales, the allowable monthly pay of the part-time employees. It was suggested that other City Departments affected by the Charter provision be contacted and that their support of the change be solicited.

It was so ordered.

Chairman Vayssie reported that he and President Mohr had met with His Honor, Mayor Christopher. The Mayor had understood that only public projects would be displayed in the architectural exhibit center proposed by the Northern California Chapter of the American Institute of Architects, but was informed by Commissioner Vayssie that the A.I.A. also contemplated showing private building projects. Mayor Christopher agreed that space should not be made available in the Main Library for the proposed center.

Mayor Christopher voiced his approval of the installation of plaques on the branch libraries when they are constructed, Chairman Vayssie informed the Commission. It was suggested that the date of dedication be included on the plaque. In line with this, Commissioner Moore moved, seconded by Commissioner Simon, that a suitable plaque



be included in the specifications for the Merced Branch Library. There being no objection, it was ordered that the architect for the project be advised of this decision.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Vavuris moved and Commissioner Fanucchi seconded that the following resolution be adopted:

RESOLUTION #18

RESOLVED that the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of September, 1956, be approved:

X-52 LIBRARY PAGE

Matthew Boden
John Casserly
Neal Coneau
Neal Dineen

Norman Lyau
Peter McElligott
Robert Michalske
Marshall Rezos

TEMPORARY APPOINTMENTS & RECERTIFICATIONS

T-1138	X-42	Librn	Jensen, Alice	T-1164	X-42	Lynch, Robert (OA)
T-1140	"		Schapiro, Suzie	T-1164	"	Nitsch, Milton (OA)
T-1140	"		Negoesco, Stephen	T-1164	"	Bone, Betty, (OA)
T-1163	"		Hogan, Sheila	T-1166	"	Sheehan, Monabarrie

T-1167 X-42 Librn Spagnoli, Barbara
T-1168 B-210 Off. Ass't. Crick, Dorothy
T-1170 X-42 Librn Gould, Theodore
T-1171 " Brown, Harold A.
T-1178 " Moore, Nancy (OA)

AND FURTHER that the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

Robert Childs
Kathleen Courtney
Rosaleen Fitzpatrick
Charles Grech

Lorraine Hary
Chaya Janofsky
Patrick McSweeney
Susan Mifsud

Camille Ryan

X-42 LIBRARIAN (Part-time as needed)

James Carroll
Thelma Cuneo
Mary Fotinos
Robert Maloney
Jean Seaton

President Mohr reminded the Commission that the annual Art Festival will be held at the end of November. She will represent the Commission on the jury to select the appropriate work of art for the embellishment of the fireplace wall at the Marina Branch Library. Mr. Harry Wolfard, architect of the Branch, will also be a member of the jury.

POLICY AND PROCEDURES COMMITTEE

Chairman Vavuris reported that the first exploratory meeting of the Committee had been held Thursday, September 27, 1956 and that certain policies had been discussed with the idea of clarification or modification. The members of the Committee were asked to study existing policies and procedures for approximately one month at the end of which time, a second meeting will be held.

PUBLIC RELATIONS COMMITTEE

Chairman Fanucchi reported on the public relations activities of the Library during the period since the September meeting, including a report from Miss Anne Farrell, Public Relations Librarian.

Miss Farrell's report included the announcement of two coming exhibits. Chairman Fanucchi also commented on the Friends of the Library activities and the Ortega Branch dedicatory ceremony. In connection with the latter, she moved and Commissioner Simon seconded that a letter of appreciation be sent to Mrs. Arthur S. Thatcher who acted as chairman of the afternoon for the dedication exercises.

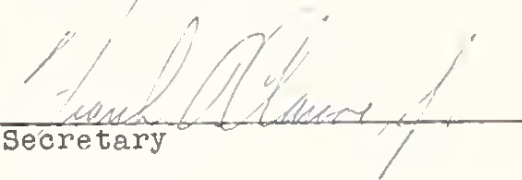
Unanimously approved.

Commissioner Vavuris asked Mr. Clarke about the theft of books throughout the library system and was informed that the loss had been cut down at the Main Library by using a guard at the front entrance. President Mohr requested that the Library Operations Committee study this problem as well as the system of collecting fines for lost or overdue books.

COMMUNICATIONS

From Mr. Philip Rezos, Director of Property re: rental collection for 45 Hyde Street for the month of September. File.

There being no further business to come before the Commission, the meeting was adjourned to November 13, 1956.


Secretary



November 14, 1956

Proceedings of the regular meeting of the Library Commission held Tuesday, November 13, 1956 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. by Vice-President Schwabacher.

On roll call the following were noted present: Commissioners Fanucchi, Haynes, Moore, O'Brien, Schwabacher, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners Mohr and McGregor.

It was duly moved and seconded that the minutes of the previous meeting be approved and placed on file. There being no objection, it was so ordered.

The City Librarian called the attention of the Commissioners to the comparative statistics for October and mentioned that the Ortega Branch, despite being closed for the first three days of the month, circulated 18,805 volumes. Only Parkside and Richmond Branches rated higher in circulation. Mr. Clarke indicated that he felt the Ortega circulation would increase further with the addition of more books particularly in the children's section.

Mr. Clarke stated that in the first week of operation in its new location at 68 Post Street, the Business Branch was very busy and the new quarters were working out most satisfactorily.

In regard to the installation of safety handrails at the Main and three branch libraries, Mr. Clarke informed the Commission that the estimate of the costs of this work had not yet been forwarded to the Library Department by the Department of Public Works.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Commissioner Vavuris, seconded by Commissioner O'Brien and unanimously adopted that the following expenditures for October and estimated expenditures for November be approved:

	<u>Expended October '56</u>	<u>Est. Expend. November '56</u>
Salaries	\$ 82,859.47	\$ 80,000.00
Contractual Services	1,135.49	500.00
Material and Supplies	594.26	500.00
Books, etc.	8,429.03	10,000.00
Membership Dues	14.50	20.00
Maintenance & Repair-Buildings	3,800.00	3,800.00
Repair Auto Equipment	100.00	100.00
Services - Reproduction Bureau	15.35	20.00
Scavenger	114.08	114.08
Telephone	188.00	200.00
Window Washing	430.50	205.50
Fuel Oil, etc.	100.00	100.00
Compensation Insurance	72.97	100.00
Branch Rentals	1,065.00	1,065.00
Heat, Light & Power	2,000.00	2,000.00
Retirement Allowance	7,300.00	7,300.00
	<u>\$108,218.65</u>	<u>\$106,074.58</u>

Commissioner Vavuris moved and Commissioner O'Brien seconded that the list of books on economic and political subjects in the amount of \$158.85 be purchased from the Fuhrman Bequest Fund, and that the list of books on accounting, in the amount of \$45.00 be purchased from the California Society of Certified Public Accountants' Fund. Both lists, as submitted by the Librarian, were unanimously approved.

LIBRARY OPERATIONS COMMITTEE

Chairman Vayssie moved and Commissioner Simon seconded that the book check out booths in the Main Library be rearranged so that only two main doors need be used for entrance and egress, thereby insuring supervision by Library personnel; and further, that a sign be posted notifying patrons that all brief cases, shopping bags, etc. must be checked by patrons entering the building. Unanimously adopted.

It was suggested that when the checking system has been worked out successfully its use should be extended to include the branch libraries as well.

WELFARE OF EMPLOYEES COMMITTEE

Chairman O'Brien moved and Commissioner Haynes seconded that the following resolution be adopted:

RESOLUTION #19

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of October 1956 be approved:

X-52 LIBRARY PAGE

Louis Barba
Robert Boldt
Arthur Day

Joseph Howell
Michael Skelly

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1172	Gen Clk-Typ	S. Urban	T-1184	Lib'n	D. Tompkins
T-1174	Librarian	E. Cheney	T-1184	"	J. Fitzpatrick
T-1175	"	B. Cox	T-1184	"	J. McGuire
T-1176	"	J. Varain	T-1186	"	B. Martin
T-1177	"	E. Wright	T-1186	"	L. Perata
T-1178	"	C. Crews	T-1186	"	H. Smith
T-1179	"	N. Moore	T-1187	"	J. Marchi
T-1181	"	J. Ryan	T-1188	"	R. Winthor
T-1182	"	J. Brookman	T-1189	"	T. Lano
T-1182	"	H. Greely	T-1189	"	H. Melendez
T-1182	"	C. McGuire	T-1190	"	M. Baus
T-1183	"	J. Canale	T-1190	"	R. Mooney
			T-1190	"	V. Smith
			T-1191	Off.Ast	E. Tippet

C-104 JANITOR (P.T.)

Joseph Granelli

AND FURTHER, That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

Frances Brann
Mary Ann Burgess
Neal Comeau
Arthur Day

Michael Fox
Ronald Jin
Merle Langston
Paul Watson

X-42 LIBRARIAN (P.T.)

William Carney
Edward Wilson

Oreesc Elmore
Nell Otterberg

C-104 JANITRESS (P.T.)

Ann William

Unanimously approved.

BOOKS AND ART COMMITTEE

The Librarian informed the Commission that no additional correspondence had been received regarding the books from Red China, but that he was holding the volumes pending a final decision as to their inclusion in the collection.

Commissioner Simon asked about the Sutro Collection and was informed by Mr. Clarke that State officials are endeavoring to make appropriate arrangements for housing the Sutro materials in some other location.



PUBLIC RELATIONS COMMITTEE

Chairman Fanucchi reported on the public relations activities of the Library during the period since the October meeting, including a report from Miss Anne Farrell, Public Relations Librarian. The report included a summary of the activities in connection with the California Library Association Conference in San Diego.

POLICY AND PROCEDURES COMMITTEE

Chairman Vavuris informed the Commission that the members of this Committee were studying the tentative list of policies and procedures submitted by the Secretary and a second Committee meeting will be scheduled in advance of the December Commission meeting.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore reported that a meeting with North Beach leaders had been suggested and scheduled for 2:30 p.m., Wednesday, November 21, 1956 by His Honor, Mayor Christopher. Chairman Moore moved and Commissioner Simon seconded that the Finance Committee of the Board of Supervisors be asked to postpone the appearance of the Planning and Development Committee from November 21 to December 5, 1956.

Unanimously adopted.

Chairman Moore summarized the contents of a letter from Mr. Charles W. Griffith, City Architect, relative to the costs of inspection set up for the Merced Branch Library.

The City Librarian was requested to contact Mr. Griffith and ask him to appear at the next Commission meeting.

Commissioner Simon inquired about the starting date for Bookmobile service. Mr. Clarke informed the Commission that the City Purchaser is still entertaining bids on the Bookmobile and the Gerstenslager vehicle is, therefore, not actually owned by the Library as yet. For this reason, the necessary painting and stocking of the Bookmobile has not yet been accomplished. Commissioner Moore suggested that a communication be directed to the Purchaser asking that his office expedite the purchase of the bookmobile.

It was so ordered.

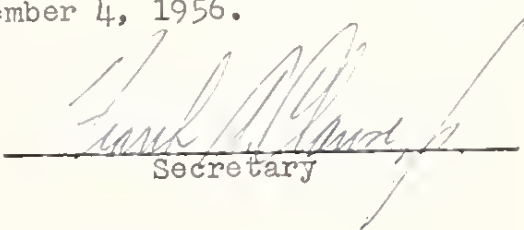
Commissioner Vavuris asked about setting up a better system of collecting fines and payments for lost books particularly at the branch libraries. Mr. Clarke stated that the Controller's Office had attempted to devise improved procedures but had encountered numerous difficulties. Commissioner Schwabacher asked that the Policy and Procedures Committee study the problem and report to the Commission at a later date.

COMMUNICATIONS

From - Former Commissioner Hubbard re: his gratitude for the communication directed to him by the Commission. File.

From - Mr. Joseph Reich re: acknowledgement and appreciation of the Commission's action in sending a floral offering to his late brother and long-time Library employee, Harold Reich. File.

There being no further business to come before the Commission, the meeting was adjourned to December 4, 1956.


Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, December 11, 1956 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. by Vice-President Schwabacher.

The Hedge of Allegiance to the Flag was led by Commissioner Fanucchi.

On roll call the following were noted present: Commissioners Fanucchi, McGregor, Moore, Schwabacher, Simon, Vavuris, Vayssie and Wu. Absent: Commissioners Haynes, Mohr and O'Brien.

Commissioner Fanucchi moved and Commissioner Wu seconded that the minutes of the November meeting be approved and placed on file. There being no objection, it was so ordered.

PLANNING AND DEVELOPMENT COMMITTEE

Mr. Charles W. Griffith, City Architect, reviewed for the Commission, the work of the City building inspectors including their duties and responsibilities. Chairman Moore inquired about what the Commission felt was the high cost of inspection fees. He asked if the seven per cent paid to the architect allowed for periodic inspections as is the procedure in private building. Mr. Griffith explained that the architect is required to inspect City jobs only once a week and for that reason inspectors are necessary to protect the City's interests even though the inspectors may not be at any particular project full time.

Mr. Clarke remarked that projects should not be accepted unless completely satisfactory. In this regard he mentioned that the paving in front of the Marina Branch Library presently needs to be replaced despite the fact that the branch was completed only two and one-half years ago.

In response to a question, Mr. Griffith informed the Commission that overhead costs in his Bureau are charged against construction projects which increases the inspection fees. He added that no other City bureau is required to underwrite overhead expenses in this manner.

Chairman Moore reported that since His Honor, Mayor Christopher, had been out of the city, no report had been received from his office in regard to the sites for the new North Beach Branch Library recommended by the Citizens' Committee headed by Mr. Sal Reina. Chairman Moore suggested that a Commission meeting be held as soon as possible following the receipt of the anticipated communication from the Mayor.

Commissioner Schwabacher introduced several P.F.A. representatives from the North Beach area. Mrs. George Brandle, who acted as spokesman for the group, informed the Commission that the majority of the P.F.A. members from several schools favored Washington Square as the site for the new North Beach Library. She also mentioned that the P.T.A. groups felt that the triangle bounded by Columbus, Mason and Lombard Streets, and the site at 725 Greenwich Street, were both too small for Library use.

It was suggested that a letter be sent immediately to His Honor, Mayor Christopher, informing him of the above remarks. It was so ordered.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Vavuris moved and Commissioner Simon seconded that the list of books on economic and political subjects in the amount of \$97.25 be purchased from the Fuhrman Bequest Fund. The list, as submitted by the Librarian, was unanimously approved.

It was moved by Commissioner Vavuris, seconded by Commissioner Simon and unanimously adopted that the following expenditures for November and estimated expenditures for December be approved:



	Expended November 1956	Est. Expend. December 1956
Salaries	\$ 82,788.89	\$ 80,000.00
Contractual Services	879.32	500.00
Material and Supplies	814.29	500.00
Books, etc.	10,515.58	10,000.00
Membership Dues	1.50	20.00
Maintenance & Repair of Bldgs.	12,940.00	3,800.00
Repair Auto Equipment	587.88	100.00
Services-Reproduction Bureau	19.60	20.00
Scavenger	114.08	114.08
Telephone	188.00	200.00
Window Washing	565.00	205.00
Fuel Oil, etc.	100.00	100.00
Compensation Insurance	60.95	100.00
Branch Rentals	1,065.00	1,065.00
Heat, Light & Power	2,000.00	2,000.00
Retirement Allowance	7,300.00	7,300.00
	<u>\$119,940.59</u>	<u>\$106,074.08</u>

LIBRARY OPERATIONS COMMITTEE

Commissioner Fanucchi moved and Commissioner Vavuris seconded that a decision on the work of art selected for the embellishment of the fireplace wall at the Marina Branch Library be delayed until the next meeting of the Commission. Unanimously adopted.

WELFARE OF EMPLOYEES COMMITTEE

It was duly moved and seconded that the following resolution be adopted:

RESOLUTION #22

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November 1956 be approved:

X-52 LIBRARY PAGE

Gordon Freeman	Barbara Reade	Jack Stark
Floyd Froschauer	Victor Spence	Gary Zeidler

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T-1190 Librarian	R. Mooney	T-1198 Sr. Libr.	J. Perdon (PT)
T-1192 "	R. Brady	T-1199 Librarian	O. Tompkins (PT)
T-1192 "	M. Shannon	T-1200 "	A. Pontenot
T-1193 "	J. Cosgrave	T-1201 "	H. Hestdalen
T-1194 "	M. Fowler	T-1202 "	E. Lewis
T-1194 "	E. Lee	T-1203 "	J. McKenna
T-1194 "	N. Brumback	T-1204 "	C. Pufford
T-1194 "	A. Greene	T-1204 "	H. Brown
T-1195 "	A. Sacco	T-1205 "	A. Jensen
T-1196 "	M. O'Neill	T-1205 "	J. Gibson
T-1197 "	R. Curiel (PT)	T-1205 "	J. Kunzman
T-1197 "	A. Hoke (PT)		

AND FURTHER, That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 PAGE

S. Dederian	M. Thompson
M. Skelly	

X-42 LIBRARIAN (PT)

H. Smith	E. Cheney
J. Ryan	

It was moved, seconded and unanimously approved that the meeting be recessed to a date and time to be selected following receipt of the communication from His Honor, Mayor Christopher, in regard to the North Beach Library site.

Frank A. Clarvoe, Jr.
Frank A. Clarvoe, Jr., Secretary



January 14, 1957

Proceedings of the regular meeting of the Library Commission held Tuesday, January 8, 1957 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. by President Mohr.

The Pledge of Allegiance to the Flag was led by Commissioner Fanucchi.

On roll call the following were noted present: Commissioners Fanucchi, McGregor, Mohr, Moore, O'Brien, Schwabacher, Simon, Vayssie and Wu. Absent: Commissioners Haynes and Vavuris.

It was duly moved and seconded that the minutes of the December meeting be approved and placed on file. There being no objection, it was so ordered.

President Mohr introduced special guests: Art Commissioners Zellerbach and Hagopian, Mr. Alfred V. Frankenstein, Art and Music critic of the San Francisco Chronicle and chairman of the jury which selected the Marina wall embellishment in connection with the recent Art Festival, Mr. Mark Adams, the winning artist and Mr. Harry Wolfard, architect of the Marina Branch Library.

Certain facts in connection with the tapestry design, "The Phoenix and the Golden Gate," were presented by each of the guests. These included the nature of the art form employed by Mr. Adams, the long-range objectives of the art Festival competition and the desire for greater embellishment of public buildings in San Francisco.

Commissioner Vayssie reviewed his objections to the tapestry as presented to the Commission at its December meeting. Commissioner McGregor remarked that he had looked at several Aubusson woven tapestries since the previous meeting and was satisfied that maintenance and longevity were not problems about which to be concerned.

President Mohr thanked the guests for their presentation and assured them that the Commission would consider the matter further.

Commissioner Fanucchi moved and Commissioner O'Brien seconded that the Commission rescind its action of December 21, 1956 by which the tapestry was rejected. Unanimously adopted.

Commissioner Fanucchi moved that the tapestry be accepted with prejudice. There was no second.

Commissioner Schwabacher moved and Commissioner Fanucchi seconded that the tapestry be accepted.

Approved by Commissioners Fanucchi, McGregor, Mohr, Moore, O'Brien, Schwabacher, Simon and Wu. Opposed: Commissioner Vayssie.

The City Librarian presented to the Commission the final plans and specifications for the Merced Branch Library. Commissioner Moore moved and Commissioner Schwabacher seconded the plans be approved as submitted. Unanimously adopted.

Mr. Clarke briefly reviewed the 1957-58 budget request. A special budget meeting was suggested for Wednesday, January 16, at 3:00 p.m. There being no objection, it was ordered that a special meeting be called and the Secretary was instructed to send out the necessary meeting notices to all Commissioners.

The Librarian announced that the bookmobile will be in operation by February 15, 1957. Commissioner Moore suggested that pictures of the vehicle be taken and a press release sent to all newspapers mentioning the inauguration of this new service.

Mr. Clarke informed the Commission that it is presently costing the Library Department almost \$12,000 annually to provide personnel services in connection with the exhibits of the Achenbach Foundation for Graphic Arts.

Commissioner Schwabacher moved, seconded by Commissioner O'Brien that the curators of the Achenbach Collection be informed that since the Library Department does not have funds in its budget to provide the needed services, the Legion of Honor include a budget request to cover these costs. Unanimously adopted.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore informed the Commissioners that the resolution from the Recreation-Park Commission approving the release of a portion of the North Beach Playground for library purposes would be before the Finance Committee of the Honorable Board of Supervisors on Wednesday, January 9, 1957. He invited all Commissioners to attend that meeting.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Commissioner Moore, seconded by Commissioner Simon and unanimously adopted that the following expenditures for December and estimated expenditures for January be approved:

	Expended December 1956	Est. Expend. January 1957
Salaries	\$ 84,199.60	\$80,000.00
Contractual Services	1,095.99	500.00
Material and Supplies	666.87	500.00
Books, etc.	15,029.48	10,000.00
Binding	-	13,475.00
Membership Dues	25.00	20.00
Maintenance & Repair of Bldgs.	3,800.00	3,800.00
Repair Auto Equipment	100.00	100.00
Reproduction Bureau	19.00	20.00
Scavenger	114.08	114.08
Telephone	188.00	188.00
Window Washing	432.50	205.50
Fuel Oil, etc.	100.00	100.00
Compensation Insurance	60.95	100.00
Fidelity Insurance	20.00	-
Branch Rentals	1,065.00	1,065.00
Heat, Light & Power	2,000.00	2,000.00
Retirement Allowance	7,300.00	7,300.00
	<u>\$116,213.47</u>	<u>\$119,407.58</u>

Commissioner Fanucchi moved and Commissioner Simon seconded that the list of books on economic and political subjects in the amount of \$111.44 be purchased from the Fuhrman Bequest Fund. The list, as submitted by the Librarian, was unanimously approved.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Commissioner Simon moved, seconded by Commissioner Moore, that in the light of the latest letter received from the State Librarian in regard to the Sutro Collection, a communication be directed to the State Finance Director, the State Board of Education, the Governor and Mayor Christopher, setting forth the Commission's desire to have the Sutro Library moved as quickly as possible from its present inadequate and potentially hazardous quarters. There being no objection, it was so ordered.

LIBRARY OPERATIONS COMMITTEE

Chairman Vayssie inquired when the work of moving the booths in the lobby of the Main Library would be accomplished. The Librarian stated that the necessary materials for the work had just been delivered and the work would be completed promptly.

WELFARE OF EMPLOYEES COMMITTEE

It was duly moved and seconded that the following resolution be adopted:

RESOLUTION #23

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for December 1956 be approved:



X-52 LIBRARY PAGE

Thomas Abrahamson
Michael Brady
John Conway

Dan Driscoll
Robert Lynch
Adele Lampros

James McCormack
Terry Norton
Bernard Schneider

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T1206	Librarian	M. Courtnet	T1216	Librarian	V. Smith
T1207	"	K. Melia	T1217	"	L. Simpson
T-1208	"	M. Delaney	T1217	"	N. Otterberg
T1209	"	M. Reimann	T1217	"	R. Michalske
T1210	"	D. Sebanc	T1218	"	B. Schaffer
T1213	"	D. Hurley	T1219	Off.Asst.	D. DoCantillon
T1214	"	M. Buckley	T1220	Librarian	E. Young
T1215	"	M. Brunn	T1223	"	D. Tompkins

AND FURTHER, That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

R. Conlan
M. Moran

M. Norton
B. Schneider

X-42 LIBRARIAN (PT)

H. Gibson
A. Lampros

M. Nitsch

C102 JANITRESS

M. Johnson

PUBLIC RELATIONS COMMITTEE

Chairman Fanucchi reported on the public relations activities of the Library during the period since the December meeting, including a report from Miss Anne Farrell, Public Relations Librarian.

Mr. Clarke remarked that he had been given fifteen minutes television time to present a report on Library activities.

The Commission was reminded that Library Week is scheduled for March 10-16, 1957 and the Library Staff Association would again be sponsoring the annual rummage sale in February.

President Mohr reported on the recent activities of the Young Friends of the Potrero Library, including a gift of \$50.00 which the group donated to CARE to provide a shelf of books for Indian children.

Chairman Fanucchi moved and Commissioner Schwabacher seconded that a letter be sent to the Young Friends of the Potrero Library and to Miss Alice Taylor, Librarian, thanking them for the interest shown in the Potrero Library and for their important fund-raising activities.
Unanimously approved.

COMMUNICATIONS

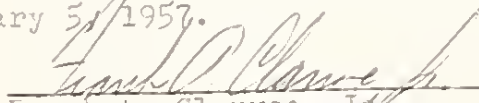
From Miss Carma Zimmerman, State Librarian, re: Removal of Sutro Library from the Main Library building. Referred to Library Operations Committee for action. (See above)

From Mr. Kenneth Evers, President, Telegraph Hill Dwellers, Inc., addressed to Honorable Board of Supervisors, c.c. Library Commission re: Opposition to location of projected North Beach Branch Library within the North Beach Playground. File.

From students of St. John's School re: Opposition to the closing of Glen Park Branch Library. Reply sent by the Librarian informing students of plans for instituting bookmobile service in the Glen Park area.

From Mr. Philip Rezos, Director of Property re: Rental collections for Library-owned property at 45 Hyde Street for September, October and November. File.

There being no further business to come before the Commission, the meeting was adjourned to February 5, 1957.


Frank L. Clarke, Jr.



